



Agenda of Policy Committee Meeting

The Board of Trustees Belton Independent School District

A Policy Committee Meeting of the Board of Trustees of Belton Independent School District will be held March 1, 2021, beginning at 5:00 PM in the Big Red Room, 400 N. Wall Street, Belton, TX 76513. One or more trustees may participate via video conference.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. Call to Order

2. Public Comments

3. Review and Discuss the Following Items:

- | | |
|--|----|
| A. EIC(LOCAL): Academic Achievement/Class Ranking -
Learning/Study | 2 |
| B. EIE(LOCAL): Academic Achievement - Retention and Promotion -
1st Reading | 7 |
| C. DEA(LOCAL): Compensation and Benefits - Compensation Plan | 11 |
| D. Policy Update 116 Affecting (LOCAL) Policies - 1st Reading | 21 |
| 1. CQB(LOCAL): Technology Resources - Cybersecurity | |
| 2. DCD(LOCAL): Employment Practices - At-Will Employees | |
| 3. FFAC(LOCAL): Wellness and Health Services - Medical Treatment | |
| 4. GKA(LOCAL): Community Relations - Conduct on School Premises | |

4. Issues/Concerns for Future Agenda or Administrative Reports

5. Adjourn

**Consistent
Application for
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

**Disruption of Normal
Grading Practices**

If the District experiences a significant disruption in the ability to collect grades for calculating weighted grade point average (GPA) and class rank, the Board may consider a Board resolution to modify provisions in this policy.

Note: The following provisions shall apply to students beginning with the graduating class of 2022.

Calculation

Class rank and weighted grade point average (GPA) shall be based on semester grades earned in English, mathematics beyond Algebra I, science, social studies, economics, languages other than English beyond Level 1, and all dual credit courses and dual enrollment OnRamps courses in these areas. The weighted grade average shall also include grades earned in all Advanced Placement (AP) dual credit courses in EMT, engineering, and computer science. Courses receiving more than one credit for a single class period shall be calculated as one credit.

Exclusion

The calculation of a student's GPA, both unweighted and weighted, for class rank shall exclude grades earned in middle school; a course for which a pass/fail grade is assigned; local credit courses; summer school courses taken for remediation or acceleration; dual credit courses not reflected on the student's class schedule during the fall or spring semesters or during the summer; distance learning in the form of traditional correspondence courses or credit recovery or for remediation; or through credit by examination, with or without prior instruction.

**Weighted Grade
System**

The District shall categorize and weight courses in accordance with provisions of this policy and EIC(EXHIBIT).

Categories

Level 4

Eligible AP courses shall be categorized and weighted as Level 4 courses.

Level 3

Eligible dual credit, OnRamps, and Pre-AP courses shall be categorized and weighted as Level 3 courses.

Level 2

All Regular courses shall be categorized and weighted as Level 2 courses.

Level 1

Skills-Based courses shall be categorized and weighted as Level 1 courses.

Weighted Grade
Point Average

The District shall convert the semester grade to grade points in accordance with the weighted grade points chart published in EIC(EXHIBIT) to determine a weighted GPA.

Note: The following provisions shall apply to students in the graduating class of 2021.

Calculation

Graduation requirements and plans specified for each grade level shall have no bearing on the GPAs that determine class rank and honor graduates; honor graduate status shall be determined by weighted grade average only. Class rank at the end of the junior year shall be used for college application purposes.

The District shall include in the calculation of class rank semester grades earned in all high school credit courses taken in grades 9–12, unless excluded below. Grades earned in courses taken prior to grade 9 shall not be included in the calculation of class rank. Courses receiving more than one credit for a single class period shall be calculated as one credit.

Beginning with the graduating class of 2021, the graduating class of Belton High School shall include Belton High School students and Belton New Tech High School @ Waskow students.

Class rank and weighted grade averages shall be based on semester grades earned in English, mathematics beyond Algebra I, science, social studies, economics, languages other than English beyond Level 1, and all dual credit courses in these areas. The weighted grade average shall also include grades earned in all AP courses, dual enrollment OnRamps courses, and dual credit courses in the areas of engineering, computer programming, computer science, technology, and web design.

A grade below a 70 shall not be weighted.

Exclusions

The calculation of class rank shall exclude grades earned in middle school; a course for which a pass/fail grade is assigned; local credit courses; summer school courses taken for remediation or acceleration; dual credit courses not reflected on the student's class schedule during the fall or spring semesters or during the summer; distance learning in the form of traditional correspondence courses or credit recovery or for remediation; or through credit by examination, with or without prior instruction.

Weighted Grade
System

Pre-AP and honors courses shall receive 10 additional points per semester grade, and AP courses shall receive 20 additional points per semester grade.

The District shall record unweighted numerical grades on student transcripts.

Eligible dual credit and OnRamps courses shall receive 15 additional points per semester grade.

Note: The following provisions shall apply to all students, regardless of their graduating class.

Transferred Grades

When a student transfers semester grades for courses that would be eligible under at least the Level 1 category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses from an accredited school that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign weight to those grades based on the categories and grade weight system used by the District if the same courses are offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the third nine-week grading period of the senior year. The third nine-week grading period grade shall be used as the semester grade for the purpose of GPA calculation for all courses with the exception of dual credit.

Dual credit courses included in the third nine-week grading period shall include the final grade for the course if a grade is received by May 15. Courses for which grades are not received shall not be included in the rank at the third nine-week period for senior rank.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank based on the weighted GPA or weighted grade average, respectively.

A valedictorian and salutatorian shall be named at Belton High School, Belton New Tech High School @ Waskow, and Lake Belton High School.

To be eligible for such recognition, a student must have:

1. Been a registered, full-time student at the campus of graduation during the last four semesters prior to graduation. To be considered registered for a full semester, a student must enroll no later than the close of school on the tenth day of the beginning of the first semester.
2. Been enrolled in at least four academic courses each year of high school.

Early graduates (three-year graduates) may participate in the graduation ceremony but shall not be eligible for valedictorian or salutatorian honors.

The final class rank shall become a permanent record on the academic achievement record (AAR); no re-ranking shall occur after graduation for transcript purposes.

Breaking Ties

In case of a tie in weighted GPAs or weighted grade averages after calculation to the fourth decimal place among the top ranked students, the District shall calculate the numerical grade averages of all Pre-AP and AP courses taken in grades 9–12 to determine recognition as valedictorian or salutatorian.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

Honor Graduates

A student ranked within the top 15 percent of his or her graduating class shall be designated as an honor graduate. District honor graduates shall include the following:

1. Students whose class rank is within the top two percent of the graduating class shall be designated summa cum laude graduates.
2. Students whose class rank is within the top three to five percent of the graduating class shall be designated magna cum laude graduates.
3. Students whose class rank is within the top six to ten percent of the graduating class shall be designated cum laude graduates.
4. Students whose class rank is within the top 11 to 15 percent of the graduating class shall be designated as graduating with honors.

When calculating the number of students in a specific percentile of a graduating class, the number shall be rounded to a whole number.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

**Highest-Ranking
Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

*Belton High
School and
Belton New Tech
High School @
Waskow*

Beginning with the graduating class of 2021, between the student named valedictorian for Belton High School and the student named valedictorian for Belton New Tech High School @ Waskow, the highest-ranking student among the named valedictorians shall be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

Early Graduation

A student wishing to graduate early must obtain an early graduation application from the principal's office. Completed applications for three-year graduates should be returned by May 1 of the sophomore year. A student who has declared his or her intent to graduate in three school years and has completed a minimum of 16 credits shall be included in the senior year rank.

Curriculum Mastery

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

Students Receiving
Special Education
Services

Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

**Standards for
Mastery**

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. An average of 70 percent or higher, or determination of "approaches" or "met standard" on an approved learning mastery scale based on the Texas Essential Knowledge and Skills shall be considered a passing grade.
2. A variety of measures shall be used to determine student grades in a course or subject, including assignments, evaluations, and other examples of student work (formative and summative assessments, projects, products, presentations, and the like).

Prekindergarten

Students in prekindergarten shall not be retained.

Kindergarten and
Grades 1-2

In kindergarten and grades 1-2, promotion to the next grade level shall be based on:

1. Determination of "approaches" or "met standard" on an approved learning mastery scale in language arts;
2. Determination of "approaches" or "met standard" on an approved learning mastery scale in math; and
3. Compliance with state attendance requirement [see FEC].

Grades 3-5

In grades 3-5, promotion to the next grade level shall be based on:

1. A 70 percent yearly average in reading;
2. A 70 percent yearly average in mathematics;
3. A 70 percent combined yearly average in two of the following: language arts, mathematics, social studies, and science; and

4. Compliance with the state attendance requirements [see FEC].

Grades 6–8

In grades 6–8, promotion to the next grade level shall be based on:

1. A 70 percent yearly average in all subject areas;
2. A 70 percent combined yearly average in three of the following: English/language arts, mathematics, social studies, and science; and
3. Compliance with the state attendance requirements [see FEC].

Grades 9–12

Credit for courses for high school graduation may be earned only if the student received a grade equivalent to 70 percent or higher, based on the expected learning standards and essential knowledge and skills of each course. Numerical grades/passing grade equivalents shall be determined using a variety of measures. Report card grades should reflect progress toward and/or mastery of the TEKS.

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

Accelerated Instruction

If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of Grade Advancement Testing, below.

Grade Advancement Testing

Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.

Definition of "Parent"

For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(LOCAL)

No Alternate
Assessment
Instrument

The District shall use only the statewide assessment instrument for the third testing opportunity.

Standards for
Promotion Upon
Appeal

If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.

The student shall not be promoted unless:

1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and
2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.

Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.

Transfer Students

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.

If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.

**Assignment of
Retained Students**

In the event a student is not promoted to the next grade level, the District shall nevertheless assign the student to an age-appropriate campus, unless:

1. The student's parent requests that the student be assigned to the same or a similar campus setting; or

2. The student's GPC determines that it would be in the student's best interests to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
 - a. Recommendations from the student's teachers; and
 - b. Observed social and emotional development of the student.

Reducing Student Retention

The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Pay Schedule

The District shall pay all regular teachers in 12 monthly payments, unless an exception has been granted by the Superintendent. Part-time teachers may be paid according to an agreement between the teacher and the Superintendent.

All other salaried employees, including any salaried employees hired during the school year, shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Non-Contract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other

Belton ISD
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COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

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Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

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Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

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(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]

The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Pay Increases

The Superintendent may recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent may determine pay adjustments for individual employees within the approved budget, following established procedures.

A contract employee's pay may be increased after performance on the contract has begun only if there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation.

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or duties, or to address pay equity. The Superintendent shall report pay increases pursuant to this policy to the Board.

Annualized Salary Required

The District shall pay all returning professional and paraprofessional employees over 12 months, regardless of the number of months employed during the school year. Employees who are new to the District, assigned to a ten-month work schedule, and meet prescribed deadlines for returning paperwork shall be compensated over a 13-month period during their first year of employment and a 12-month period each year thereafter.

Professional and paraprofessional employees shall receive their salary in equal monthly payments, beginning with the first pay period of the school year.

Emergency Pay

In the event that nonexempt employees are required to report to duty to respond to a natural disaster or other catastrophic event, the Superintendent may declare an emergency and authorize overtime to be paid at two times the regular hourly rate. Exempt employees required to report to duty shall be compensated at a rate

commensurate with their assigned emergency duties as determined by the Superintendent or designee at the time of the event.

District Closure

The Superintendent may declare the closure of District schools or facilities due to a natural disaster, health epidemic, inclement weather, or other event.

The Superintendent may direct, if such action is determined to serve the public interest by increasing morale, reducing employee turnover, or other means, that nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employee is required to report to work. Nonexempt employees required to work during this period shall be paid at two times the regular hourly rate.

Alternatively, the Superintendent may designate such closure days as nonworkdays and direct other scheduled nonworkdays within the fiscal year to be designated workdays. Upon the issuance of such a directive, the designated workdays for employees shall be modified to conform with the designation by the Superintendent.

An employee paid an annualized salary based on an hourly rate of pay shall continue to earn the same monthly salary as if the work calendar had not been modified.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or if there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract
Employees

The Superintendent may increase pay for a noncontract employee if the employee's job assignment changes after the budget approval process or if there is noted pay inequity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure for which the workdays are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work. The Board shall by resolution or other Board action set the parameters for payment during closings and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Policy Committee Meeting – March 1, 2021

Policy Update 116 Affecting (LOCAL) Policies – 1st Reading

Background Information:

Update 116 includes recommended (LOCAL) policy revisions concerning the dismissal appeal process for employees, cybersecurity training, student medical treatment, and community conduct on school premises.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that will be effective as of January 1, 2021.

Update 116 is 392 pages and a link has been provided to view the [annotated policy update](#). The following additional explanatory documents are included with this memo:

- Local Policy Overview
- Local Policy Comparison
- Staff's First Review Worksheet

Following review and 1st reading by the Policy Committee, Update 116 will be presented to the Board at its March 29 meeting for 2nd reading and consideration.

Update 116 Local Policy Overview

December 11, 2020

Introduction

Update 116 includes recommended (LOCAL) policy revisions concerning the dismissal appeal process for employees, cybersecurity training, student medical treatment, and community conduct on school premises.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that will be effective as of January 1, 2021.

TASB Numbered Update Reminders

You should also review your own district's customized Update 116 materials for your specific policy recommendations. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.

CQB: Technology Resources, Cybersecurity

Current state law requires the board to select a cybersecurity training program and to verify and report cybersecurity training completed by employees. To ease compliance with this law, the recommend revision delegates these responsibilities to the superintendent.

DCD: Employment Practices, At-Will Employment

DCE: Employment Practices, Other Types of Contracts

Most districts have adopted an employee complaint policy that can be found at DGBA(LOCAL). It establishes a process that an employee would follow before a complaint is heard by the board.

Both DCD(LOCAL) and DCE(LOCAL) reference DGBA under the sections that address appeals. The recommended revisions are intended to clarify that an at-will employee who is dismissed or a non-Chapter 21 contract employee whose contract is not reissued would follow the grievance process as outlined in policy DGBA, including proceeding through the relevant hearing levels before a complaint goes to the board.

FFAC: Wellness and Health Services, Medical Treatment

Substantial revisions at policy FFAC(LOCAL) are recommended:

- To align the policy with current Texas Department of State Health Services (DSHS) guidance;
- To include only those board-level decisions that should be reflected in policy; and
- To remove provisions that are more appropriate in the district's administrative regulations.

Recommended for removal from this policy and inclusion in the district's regulations are administrative details concerning:

- How the district responds when a student becomes ill;
- What steps to take when a student is involved in an accident; and
- Requirements for administering medication provided by parents.

Some districts have policies that would permit the district to purchase nonprescription medication for use in the district athletic program. Special provisions are included in those districts' policies to address this practice.

In accordance with DSHS guidance, however, in most districts' policies the text now reflects that the district shall not otherwise purchase nonprescription medication to administer to students.

Districts also have the option to purchase unassigned, prescription epinephrine auto-injectors and unassigned, prescription asthma medications. If your district purchases epinephrine auto-injectors or asthma medication, state law requires board-adopted policy. Please contact your policy consultant if your district currently purchases these specific prescription medications or if your district purchases nonprescription medications not currently reflected in policy.

The provisions covering medical treatment have also been updated to clarify who may complete the medical treatment authorization form and to reflect that the district will seek appropriate emergency care for a student as required or deemed necessary.

GKA: Community Relations, Conduct on School Premises

The recommended revision in this policy specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days unless the complaint is resolved before coming to the board.

Thank You!

That covers the local policies in Update 116 for most districts. We hope you find this overview helpful. Should you have any questions or want further

clarification, please feel free to contact your assigned policy consultant at the [TASB Policy Service website](#).¹

¹ TASB Policy Service: <https://policy.tasb.org>



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

- Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
- Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.
- Training** The Board delegates to the Superintendent the authority to:
1. Determine ~~Each District employee and Board member shall annually complete~~ the cybersecurity training program ~~to be annually completed~~ ~~designated~~ by each employee and Board member; and
 2. Verify ~~the District. The District shall verify~~ and report compliance with staff training requirements ~~in accordance with guidance from~~ the Department of Information Resources.
- ~~The~~ ~~Additionally, the~~ District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
- Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:
1. Written notice.
 2. Email, if the District has email addresses for the affected persons.
 3. Conspicuous posting on the District's websites.
 4. Publication through broadcast media.
- The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

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]

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 of
Employment
Actions to Board

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

Student Illness

~~Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.~~

Accidents Involving Students

~~Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.~~

Emergency Treatment Forms

~~Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.~~

Administering Medication

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as **authorized by this or other District policy**~~provided below.~~

Medication Exceptions

~~Employees authorized by the Parent Provided by Parent~~
Provided by Parent

The Superintendent shall designate the employees who are authorized to ~~or designee may~~ administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations**to students:**

1. Prescription medication in accordance with legal requirements. ~~{See FFAC(LEGAL)}~~
2. Nonprescription medication ~~for a period of up to five days,~~ upon a parent's written request, ~~and when the nonprescription medication is~~ properly labeled and in the original container. ~~A written request by a physician or other health care professional with authority to write prescriptions shall be required when the nonprescription medication must be administered for a longer period.~~
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program (~~IEP~~) or Section 504 plan ~~for~~ a student with disabilities.

Medication Provided by District

4. ~~Except as Nonprescription medication provided on an emergency basis by this policy,~~ the District shall not purchase medication and consistent with:
 - a. ~~Protocols established by the District's medical advisor who must be licensed to administer to a student.~~ practice medicine in the state of Texas; and
 - b. ~~Parental consent given on the emergency treatment form.~~

Epinephrine

The District authorizes ~~school personnel~~ **school personnel** who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of **authorized individuals** ~~personnel~~ are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The ~~Superintendent~~ **Superintendent** ~~maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the District shall be the responsibility of the District health services department. The District health services department~~ shall develop **administrative regulations designating a coordinator** ~~District protocols~~ to manage policy implementation **and addressing** ~~that include development of~~ annual training of **authorized individuals** ~~school personnel~~ in accordance with law; ~~procedures for auto-injector use; and~~ ~~procedures for~~ acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

~~The District health services department shall provide training to campus staff on the following:~~

- ~~1. Recognition of the signs and symptoms associated with life-threatening allergic reactions/anaphylaxis;~~
- ~~2. How and when to administer an epinephrine auto-injector;~~
- ~~3. Implementation of emergency procedures after an epinephrine auto-injector is given; and~~
- ~~4. Proper disposition of used or expired epinephrine auto-injectors.~~

Notice to Parents

In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Psychotropics

Except as permitted by ~~law Education Code 38.016~~, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

- ~~3-4.~~ The District shall seek appropriate emergency care for a student as required or deemed necessary.

Access to District Property

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 **calendar** days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Policy Update 116

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
AIA(LEGAL)	Accountability: Accreditation and Performance Indicators	Lovesmith	Policy now includes requirements for Local Accountability Systems formerly included in the Local Accountability Systems Guide	None	This is a Legal Policy. No impact on Local.
AIB(LEGAL)	Accountability: Performance Reporting	Lovesmith	Changed "RDA report" to "RDA framework"	None	This is a Legal Policy. No impact on Local.
AIC(LEGAL)	Accountability: Interventions and Sanctions	Lovesmith	Revised Monitoring and On-site Reviews to provide more specific language on how a review and or investigation will be conducted	None	This is a Legal Policy. No impact on Local.
BE(LEGAL)	Board Meetings	Golden	Changes "Hearing Impaired Persons" with "Persons with Hearing Impairments". Changes qualifications approved by "Texas Department of Assistive and Rehabilitative Services" to approved by "Texas Commission for the Deaf and Hard of Hearing". And adds "comprehension of an examination".	None	This is a Legal Policy. No impact on Local.
BJCB(LEGAL)	Superintendent: Professional Development	Golden	"An individual who holds a superintendent certificate that is renewed on or after January 1, 2021" was added. "For purposes of this provision, "other maltreatment" has the meaning assigned by Human Resources Code 42.002. 19 TAC 232.11(g)(2); Education Code 21.054(h)" was added.	None	This is a Legal Policy. There is no Local policy, therefore no changes needed.
C(LEGAL)	Business and Support Services	Land/Morgan	Policy CX was renamed "Contracts for Facilities" from "Renting or Leasing Facilities"	None	This is an index of policies. No action needed.
CBB(LEGAL)	State and Federal Revenue Sources: Federal	Land	References to "EDGAR" regulations were added throughout the document. Clarifying language stating that when the word "must" is used throughout 2 C.F.R. Part 200 it indicates a requirement and the words "should" or "may" indicate best practice. Procurement standards were modified to include standards for acquisition of property or services. References to related regulations were modified/added throughout the document.	EDGAR was previously implemented.	Legal Policy. No action needed.
CCG(LEGAL)	Local Revenue Sources: Ad Valorem Taxes	Land	Added language related to the required forms used in calculating the no-new-revenue and voter-approval tax rates that resulted from HB3. Added failure to comply language to the taxpayer injunction section. Added language outlining the calculation method of the voter-approval tax rate.	Previously implemented.	Legal Policy. No action needed.

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
CE(LEGAL)	Annual Operating Budget	Land	Added language related to the required forms used in calculating the no-new-revenue and voter-approval tax rates that resulted from HB3.	The forms used to calculate the no-new-revenue-tax rate and the voter-approval tax rate must be added as an appendix to the district's budget.	With the next budget approval the applicable forms will be included with the proposed adopted budget.
CFC(LEGAL)	Accounting: Audits	Land	Included "or a state licensing agency from another state" to the independent auditor.	None	Legal Policy. No action needed.
CKB(LEGAL)	Safety Program / Risk Management: Accident Prevention and Reports	Morgan	New Administrative Code rules on mandatory school drills have been added.	None	None; All of the new policy items are within the scope of what BISD is already doing with regards to drills and our implementation of the standard response protocols.
CO(LEGAL)	Food and Nutrition Management	Morgan	Updated links to the TDA Food and Nutrition Division Administrator's Reference Manual	None	None
COA(LEGAL)	Food and Nutrition Management: Procurement	Morgan	Updated links to the TDA Food and Nutrition Division Administrator's Reference Manual	None	None
COB(LEGAL)	Food and Nutrition Management: Free and Reduced-Price Meals	Morgan	Updated links to the TDA Food and Nutrition Division Administrator's Reference Manual	None	None
CQA(LEGAL)	Technology Resources: District, Campus, and Classroom Websites	Cox	A new requirement for district's with local accountability systems to post explanation of methodology on website.	none	none
CQB(LOCAL)	Technology Resources: Cybersecurity	Schiller	Language regarding cybersecurity training	None	Training is provided annually.
CX(LEGAL)	Contracts for Facilities	Morgan	The title to this legally referenced policy has been changed to Contracts for Facilities and the text has been revised to better reflect statute.	None	None
DAA(LEGAL)	Employment Objectives: Equal Employment Opportunity	Schiller	Policy reorganized and language revised for clarity	None	No impact on process/ Legal Policy
DBA(LEGAL)	Employment Requirements and Restrictions: Credentials and Records		Language revised for clarity of employing staff on emergency permit	None	No impact on process/ Legal Policy
DCD(LOCAL)	Employment Practices: At-Will Employment		Revised appeal language for clarity	None	No impact on process
DEAA(LEGAL)	Compensation Plan: Incentives and Stipends		References added for optional local teacher designation systems and mentor training programs	Develop practices for addressing teachers on local designation system and mentor training	Dependent on development of the teacher incentive allotment.
DH(EXHIBIT)	Employee Standards of Conduct		Update to match Administrative Code	None	No impact on process
DIA(LEGAL)	Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation		Policy reorganized and language revised for clarity	None	No impact on process/ Legal Policy
DP(LEGAL)	Personnel Positions		Adds language regarding the creation of the Texas Behavioral Health Executive Council to regulate psychological services	None	No impact on process/ Legal Policy

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
EHAC(LLEGAL)	Basic Instructional Program: Required Instruction (Secondary)	Lovesmith	Updated language for CTE courses to include required programs of study by population; Removed technology applications reference and replaced with Computer Science; Added personal financial literacy language	None	This is a Legal Policy. No impact on Local.
EHBC(LLEGAL)	Special Programs: Compensatory / Accelerated Services		Adds definition of educationally disadvantaged students for the compensatory education allotment and methods used to verify eligibility and adds process for virtual network eligibility	None	This is a Legal Policy. No impact on Local.
EIF(LLEGAL)	Academic Achievement: Graduation		Adds ability for an elementary student who completes an American Sign Language course to earn high school credit for Language other than English	Elementary students eligible to demonstrate proficiency in ASL could earn high school credit. For example, a student in our Deaf Education program through Temple.	This is a Legal Policy. No impact on Local. Notify Jennifer Ramirez to coordinate with Temple ISD deaf education program.
EKB(LLEGAL)	Testing Programs: State Assessment		Added that students enrolled in accelerated courses in 3rd - 8th grade taking an EOC, must take the ACT or SAT during high school.; Revisions to wording for Accountability Testing to better align with statute	8th grade students taking the EOC for Algebra I will be required to take the ACT or SAT in high school.	This is a Legal Policy. Notify high school principals and assessment staff of impact on ACT/SAT requirement
EKBA(LLEGAL)	State Assessment: English Language Learners / LEP Students		Added clarifying language for the ARD and LPAC to address alternate English language proficiency tests for students with the most significant cognitive disability: Replaced "English language learners" with "English learners"	None	This is a Legal Policy. No impact on Local.
FDD(LLEGAL)	Admission: Military Dependents	Morgan	Under new Administrative Code rules; a campus may qualify to earn a Purple Star Designation if the campus meets criteria demonstrating supports and resources for its military-connected students.	Puts into policy the process by which a District can qualify to earn Purple Star designation.	Work through TEA process to see if we qualify to apply for Purple Star Designation for the 2021-2022 School year.
FFAC(LOCAL)	Wellness and Health Services: Medical Treatment	Morgan	Revisions to local policy on student medical treatment to reflect current guidance from the Texas Department of State Health Services and common district practices.	Negative impact on some District staff ability to administer over the counter medications and removes best practice of long term administration of over the counter medications without a physician's consent.	Take to BISD Board Policy Committee for discussion. Under Medication: 1-4 our recommend keeping our existing local policy and not adopting the recommended changes. No conflict with FFAC(LLEGAL). All other recommended changes are acceptable.
FFEB(LLEGAL)	Counseling and Mental Health: Mental Health	Lovesmith	Includes language that consent under IDEIA for services by an LSSP meets the Texas State Board of Examiners of Psychologists rules for consent	None	This is a Legal Policy. No impact on Local.
FFG(LLEGAL)	Student Welfare: Child Abuse and Neglect	Morgan/Lovesmith	Note added to connect SBEC child abuse regulations with GRA(LLEGAL)	None	This is a Legal Policy. No impact on Local.
FFH(LLEGAL)	Student Welfare: Freedom from Discrimination, Harassment, and Retaliation	Morgan	A revision clarifies that the notification of nondiscrimination required by Title IX does not need to state that it extends to admission.	None	Modify the Parties Entitled to Notice statement to reflect new legal policy.

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
FL(LEGAL)	Student Records	Morgan	Revisions have been made to reorganize the provisions for better flow and better match statutory text.	Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those records have been moved to GRAA(LEGAL).	Review with the Director of Student Services and make sure Campus Administrators and Staff are aware and trained in obligations outlined in the policy.
GKA(LOCAL)	Community Relations: Conduct on School Premises	Morgan	A recommendation revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Ed Code 37.105 shall be permitted to address the board within 90 "calendar" days.	None: Language changed from 90 day to 90 calendar days for clarification.	None
GNC(LEGAL)	Relations with Educational Entities: Colleges and Universities	Lovesmith/Cox	Details on contract with IHE on facilities moved to CX(LEGAL)		This is a Legal Policy. No impact on Local.
GRA(LEGAL)	Relations with Governmental Entities: State and Local Governmental Authorities	Lovesmith	New Administrative Code rules to implement the Child Abuse and Treatment Act, resulting in significant revisions to this legal policy about DFPS investigations at school.	Specifically clarifies definitions of school setting, authority to investigate, and adds requirement of an oral notification to the superintendent of an	Review with the Director of Counseling and Academic Advisement and make sure Campus Administrators and Staff are aware and trained in obligations outlined in the policy.
GRAA(LEGAL)	State and Local Governmental Authorities: Law Enforcement Agencies	Morgan	Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those who have been moved to this code from FL(LEGAL)	Law Enforcement is required to notify the District if a student 11 or under is reported as missing. The students records are required to be flagged so that law enforcement can be notified for any request for records from another District or individual; nor may the District notify an individual who requests a record in person that the student's records have been flagged.	Review with the Director of Student Services and make sure Campus Administrators and Staff are aware and trained in obligations outlined in the policy.