

**Notice of Board Work Session
Board of Trustees
Thursday, June 18, 2026**

A Board Work Session of the Board of Trustees will be held on Thursday, June 18, 2026, beginning at 6:00 PM, in the Boardroom of the Mark Henry, Ed.D. Administration Building, 11440 Matzke Road, Cypress, Texas 77429.

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. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Notice of this meeting was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building on June 15, 2026, at 7:30 a.m.

MEETING OPENING

1. Call to Order

2. Invocation and Pledge of Allegiance

3. District's Vision and Mission Statement

4. Recognitions and Awards Announcements

A. The Superintendent will make remarks and announcements regarding the honors and achievements earned by staff and students in recent weeks and provide information regarding district and community events or items of interest.

B. The Board will present a Proclamation recognizing America's 250th Birthday and the Civic, Educational, and Economic Mission of Cypress-Fairbanks ISD.

C. The Board will recognize a CFISD business partner for their outstanding contribution to the district.

D. The Board will recognize CFPD Officer Gilly Romero for his service.

E. The Board will recognize student athletes for placing at the UIL State Track & Field Championship.

MEETING AGENDA

5. Public Comments

A. Agenda

Comments

Per BED (Local), patrons may address the Board during any Board Meeting under Agenda Comments regarding items listed on the agenda for that meeting. Individuals must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under each agenda item listed for that meeting on the district website. This electronic speaker form must be completed in its entirety. Agenda Comments will generally be heard before each agenda item to be discussed or considered by the Board unless rearranged by the Board President. Any registered speaker who is absent from the meeting at the time for Agenda Comments forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

SPEAKER: Karrington Gill

B. Citizen

Participation

Per BED (Local), patrons may address the Board during the Regular Board Meeting under Citizen Participation on any matters of interest or concerns that are not posted agenda items. Individuals may only register to speak one time per meeting and must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under the Citizen Participation heading in the agenda for that meeting on the district website. This electronic speaker form must be completed in its entirety. Any registered speaker who is absent from the meeting at the time for Citizen Participation forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

CITIZEN PARTICIPATION WILL BE HEARD AT THE REGULAR BOARD MEETING ON MONDAY, JUNE 22, 2026.

6. REPORTS

- A. The administration will provide a written report on the cooperative purchasing fees paid by the district for the 2024-2025 fiscal year.

7. PUBLIC HEARING

- A. The Board will hold a public hearing on the adoption of the 2026-2027 budget at 6:00 p.m. on Thursday, June 18, 2026.

8. CONSENT AGENDA

- A. The Board will consider approving the minutes of the May 7, 2026, Board Work Session.
- B. The Board will consider approving the minutes of the May 11, 2026, Regular Board Meeting.
- C. The Board will consider approving the budget amendments for the period of April 1, 2026, through June 30, 2026.
- D. The Board will consider approving a resolution for the commitment of the district's fund balance.
- E. The Board will consider a resolution approving the district's investment policy and investment strategy, the investment officers of the district, the independent sources of instruction relating to investment responsibilities for the investment officers of the district, and investment training hours.
- F. The Board will consider approving a list of qualified financial institutions, broker/dealers, investment pools and investment advisors that are authorized to engage in investment transactions with the district.
- G. The Board will consider authorizing the superintendent to execute a Texas A&M International University Practicum Affiliation Agreement.
- H. The Board will consider authorizing the superintendent to execute an Agreement and Memorandum of Understanding with the Texas Higher Education Coordinating Board (THECB), Texas A&M University, related to the Advise TX College Advising Corps Program.
- I. The Board will consider authorizing the superintendent to execute the 2026-2027 Interlocal with Harris County Resources for Children and Adults (HCRCA).
- J. The Board will consider approving the list of advanced courses for exemption purposes for the 2026-2027 school year.
- K. The Board will consider approving facilities for Off-Campus Physical Education (OCPE), Category I, for the 2026-2027 school year.
- L. The Board will consider approving a Memorandum of Agreement, along with the required Air

Force Addendum, between Cypress-Fairbanks Independent School District and Headquarters Air Education and Training Command (HQ AETC), Holm Center/JROTC.

M. The Board will consider authorizing the superintendent to execute a shared service arrangement between Spring Branch ISD, Klein ISD, Tomball ISD, Waller ISD, and Cypress Fairbanks ISD to provide educational services to students who meet the conditions for eligibility as deaf/hard of hearing.

N. The Board will consider approving for acquisition all library materials that are donated to or that will be procured by a school library within the district.

O. The Board will consider approving an Interlocal Agreement with Lake Forest Utility District.

P. The Board will consider granting an access easement and sanitary sewer easement to the Emerald Forest Utility District.

Q. The Board will consider awarding bids and contracts and/or authorizing purchase orders as recommended in the posted agenda item.

1. Allergen Free Food for Nutrition Services

2. Bucket & Lift Truck Services

3. CFISD Communication Platform Quote

4. CFISD Microsoft EES and Fabric Quote

5. Chiller Semi-Annual Preventative Maintenance

6. Cloud-Based Video Solution for Body-Worn and Fleet Camera Systems

7. College Readiness & Career Interest Tests

8. Contracted Educational Services and Professional Development Services

9. Contracted Event Entertainment & Rental Services

10. Defend-AI Powered Email Security Platform

11. District Fundraiser Services

12. Dry Grocery for Nutrition Services

13. Fresh Bread for Nutrition Services

14. Frozen and Refrigerated Food for Nutrition Services

15. Health Services Agency Nurse

16. MAP Growth Additional Licenses

17. Programming, Inspection & Repair of Fire Alarm & Sprinkler Systems

18. Restaurant/Catering and Delivery Services

19. Single Sign-On Quote

20. Spirit Apparel and Promotional Items

R. The Board will consider approving on second reading the additions, revisions, or deletions to district policy:

1. BBD (Local) - Board Members: Training & Orientation (Revise)

2. BBFA (Local) - Ethics: Conflict of Interest Disclosures (Revise)

3. BDB (Local) - Board Internal Organization: Board Committees (Revise)

4. BDF (Local) - Board Internal Organization: Advisory Committees (Add)

5. CJ (Local) - Contracted Services (Revise)

6. CJA (Local) - Contracted Services: Background Checks & Required Reporting (Revise)

7. CKC (Local) - Safety Program/Risk Management: Emergency Plans (Revise)

8. CQB (Local) - Technology Resources: Cybersecurity (Revise)

9. CSA (Local) - Facility Standards: Safety & Security (Add)

10. CV (Local) - Facilities Construction (Revise)

11. EED (Local) - Instructional Arrangements: Student Schedules (LDU Revise)

12. FEF (Local) - Attendance: Released Time (Add)

13. GKA (Local) - Community Relations: Conduct on School Premises (Revise)

9. NON-CONSENT AGENDA

A. The Board will consider adopting a Resolution to Modify Adjustment in Comptroller's Property Value Assignment for Granting a Local Optional Homestead Exemption.

B. The Board will consider approving engagement with Weaver and Tidwell, L.L.P. to perform efficiency audit services.

C. The Board will consider the adoption of the 2026-2027 Budget, including the 2026-2027 staff compensation plan.

D. The Board will consider authorizing the District to negotiate and enter into a contract extension with Cy-Fair Federal Credit Union (Cy-Fair FCU) for the naming rights of the Berry Center Stadium. [This item may be discussed in closed session.]

E. The Board will consider approving requests for a Texas Education Agency Missed School Days Waiver for Hancock Elementary School following a fire that closed the campus on May 20, May 21, May 22, May 26, May 27, and May 28, 2026.

F. The Board will consider approving the District's 2026-2027 Hazardous Traffic Conditions Resolution as required by TEA to receive supplemental transportation funding.

G. The Board will consider approving a resolution regarding the District's budget and its ability to comply with Senate Bill 546.

H. The Board will consider approving on first reading the additions, revisions, or deletions to district policies:

1. BJCF (Local) – Superintendent: Nonrenewal (Revise)

2. CAA (Local) - Fiscal Management Goals & Objectives: Financial Ethics (Revise)

3. DC (Local) - Employment Practices (Revise)

4. DH (Local) - Employee Standards of Conduct (Revise)

5. DP (Local) - Personnel Positions (Delete)

6. DPA (Local) - Personnel Positions: Principals (Add)

7. DPB (Local) - Personnel Positions: Other Personnel Positions (Add)

8. EFB - Instructional Resources: Library Materials (Revise)

9. EHBB (Local) - Special Programs: Gifted & Talented Students (Revise)

10. FA (Local): Parent Rights and Responsibilities (Revise)

11. FFF (Local) – Student Welfare: Student Safety (Revise)

I. The Board will consider approving on dual reading the additions, revisions, or deletions to district policy:

1. CFB (Local) - Accounting Inventories (Revise)

2. EHDE (Local) - Alternative Methods for Earning Credit Distance Learning (Revise)

3. FM (Local) - Student Activities (Revise)

J. The Board will consider approving a Delegate and Alternate Delegate to the 2026 TASA TASB Delegate Assembly during the 2026 txEDCON.

K. The Board will consider making a determination that good cause did not exist as required by law for Tarryn Barnes to resign his respective employment contract. [This item may be discussed in closed session.]

L. The Board will consider approving the superintendent's recommendation to give notice to Juan Grover that it is proposed his employment with the District under a probationary contract be terminated. It is further recommended the President of the Board notify Mr. Grover of the proposed action to terminate his employment pursuant to 21.104 of the Texas Educator Code. [This item may be discussed in closed session.]

10. **CLOSED**

SESSION

If, during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to any item included in this notice, then such closed session as authorized by Section 551.001 of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 through 551.084, of the Open Meetings Act.

A. There will be a Closed Session in accordance with Government Code Section 551.001 et. seq.	
B. Section 551.071	C. For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. For the purpose of consultation with the district's attorney concerning matters on which the attorney's duty to the district under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings laws.
D. Section 551.072	E. For the purpose of discussing the purchase, exchange, lease or value of real property.
F. Section 551.073	G. For the purpose of considering a negotiated contract for a prospective gift or donation.
H. Section 551.074	I. For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
J. Section 551.076	K. To consider the deployment, or specific occasions for implementation, of security personnel or devices.
L. Section 551.0821	M. For the purpose of deliberating a matter regarding a public-school student if personally identifiable information about the student will necessarily be revealed.
N. Section 551.082	O. For the purpose of considering discipline of a public-school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
P. Section 551.083	Q. For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by section 13.901 of the Texas Education Code.
R. Section 551.084	S. For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

11. ADJOURNMENT

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

On June 15, 2026, 7:30 a.m., this notice was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building.

For the Board of Trustees

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LOCAL)

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

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ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LOCAL)

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

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Special Committees

~~The Board President may appoint standing, special~~**Note:** For advisory committees ~~created by~~ that include staff, parents, community members, or students, see BDF.

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members. ~~an ad hoc~~

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board ~~as necessary to fulfill specific assignments. These committees may include District personnel~~ action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; ~~and citizens. The function of committees~~
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, ~~but not administrative. Special~~ and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall ~~be dissolved upon completion of the assigned task~~ not assume administrative duties or ~~by vote of the Board~~ responsibilities.

~~The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.~~

Transacting
Business

~~Committees may transact business only within the specific authority granted~~ Unless specified by the Board. ~~To be binding, all such business,~~ a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board ~~for approval and entry into the minutes as a public record.~~ at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Note: For advisory committees that include staff, parents, community members, or students, see BDF.

Board Committees

For purposes of this policy, a Board committee is an ad hoc committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

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Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Note: For committees composed only of current Board members, see BDB.

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

CONTRACTED SERVICES

CJ
(LOCAL)

**Employment
Assistance
Prohibited**

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees.]

Prohibited
Classroom
Instruction or
Activities

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

Prohibition on
Diversity, Equity,
and Inclusion

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

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[See BT(LEGAL)]

CONTRACTED SERVICES

CRIMINAL HISTORY BACKGROUND CHECKS AND REQUIRED REPORTING

CJA
(LOCAL)

Emergencies

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

CONTRACTED SERVICES
BACKGROUND CHECKS AND REQUIRED REPORTING

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If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

4. The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

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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 in cybersecurity matters.

Training The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the [Department of Information Resources Texas Cyber Command](#); and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

Security Breach and Cybersecurity Incident Notifications Upon discovering or receiving notification of a breach of system security or a [security/cybersecurity](#) incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities [and provide any other notices](#) 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 shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

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**Building Access
Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use
of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

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The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

The project delivery/contract award method to be used for construction contracts valued at or above ~~\$50,000~~[the competitive purchasing threshold established in law](#) shall be the competitive sealed proposal method or the job order contracts method in accordance with state law. The job order contracts method shall only be used for maintenance, repair, alteration, renovation, remediation, or minor construction of a facility when the work is of a recurring nature but the delivery times, type, and quantities of work required are indefinite.

If another method is deemed more appropriate for a particular construction project, the Superintendent or designee shall submit a recommendation for the Board to consider, determine, and approve such delivery method that provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$250,000~~[\\$250,000](#), the Superintendent or designee shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent or designee and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved prior to any changes being made in the approved plans or the actual construction of the facility.

Change orders valued at or above ~~\$250,000~~[\\$250,000](#) shall require Board approval. The Superintendent or designee shall be authorized to approve change orders of a lesser amount. However, if the Superintendent or designee determines that such prior approval unreasonably delays construction, the Superintendent or designee is authorized to approve the change orders and the Board at the earliest opportunity shall ratify the change orders.

Change orders permitted by law valued less than \$250,000 shall be approved by the Superintendent or designee prior to any

FACILITIES CONSTRUCTION

CV
(LOCAL)

changes being made in the approved plans or the actual construction of the facility.

The Superintendent or designee shall approve any time extensions to construction contracts without requiring Board approval.

Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Superintendent or designee has accepted the work.

Building Code Adoption

All construction projects shall be designed to meet the most current International Building Code edition, with the latest amendment adopted by the City of Houston.

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

The project delivery/contract award method to be used for construction contracts valued at or above the competitive purchasing threshold established in law shall be the competitive sealed proposal method or the job order contracts method in accordance with state law. The job order contracts method shall only be used for maintenance, repair, alteration, renovation, remediation, or minor construction of a facility when the work is of a recurring nature but the delivery times, type, and quantities of work required are indefinite.

If another method is deemed more appropriate for a particular construction project, the Superintendent or designee shall submit a recommendation for the Board to consider, determine, and approve such delivery method that provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$250,000, the Superintendent or designee shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent or designee and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

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INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

EED
(LOCAL)

Middle Schools

All students in grades 6-8 shall be scheduled for at least seven classes each day. Exception: Students, with prior approval, may have a one-hour early release for off-campus physical education.

Selecting Courses

Students select courses for the next school year during the spring semester. Students and their parents should consider these factors as they make their course selections: requirements of the middle school curricula; purpose of the course; possible prerequisite for other courses; student's overall program and educational/career goals; and, in some instances, the students' desire to earn high school credit while in middle school.

Time for Dropping
Courses or
Changing
Schedules Without
Penalty

Requests for course changes should be submitted in writing prior to the beginning of the new school year. Or once classes begin in the fall semester, students may drop a course or make a schedule change with no consequences only during the first two weeks of the semester. Acceptable reasons for dropping a course or making a schedule change follow:

1. Student does not meet prerequisites for the course.
2. Student does not meet grade placement requirement of the course.
3. Student already has credit in the course.
4. Student is placed in an inappropriate level.
5. Student has not met requirement for ~~Advanced Academic level~~ or HORIZONS placement.
6. Student needs a different course to complete requirements in the middle school curricula.

An administrator or school counselor shall inform students of deadlines and requirements for dropping courses or changing schedules as well as the ramifications of such decisions. Drops or changes occurring during the semester's two-week grace period shall not be shown on the student's record.

Consequences of
Dropping Courses
After Two-Week
Grace Period

Drops or changes occurring after the two-week grace period shall be shown on the student's record. An administrator or school counselor shall inform the student and his or her parent of the possible impact that a course change can have, e.g., failure to meet promotion standards.

Only Allowable
Changes After Two-
Week Grace Period
Without a Penalty

The following list describes the situations in which students may change their schedule of courses, after the two-week grace period, without penalty:

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

EED
(LOCAL)

1. Students may withdraw from athletics or band at any time, but, in each case, they shall be assigned to a physical education class or to another appropriate class.
2. Students may withdraw from advanced-level courses and be enrolled in on-level courses in these instances:
 - a. A student making below an 80 average at the end of the third week of a grading period may upon his or her request and parent approval be placed in an appropriate on-level class for the remainder of the school year.
 - b. A student may, upon his or her request and with parent approval, transfer from an ~~Advanced Academic~~ level class to an appropriate on-level class at the end of any ~~six-weeks'~~ grading period.
3. A student's schedule of courses may change at any time from general education to special education settings due to an ARD decision.
4. Any other changes to a student's schedule must be made with the principal's or designee's approval of the student's and parent's request.

Senior High Schools

All students in grades 9-12 shall be scheduled for at least seven classes each day.

Only Allowable
Exceptions to
Enrollment in
Seven Classes

1. Students may have a one- or two-hour early release to take a college course (see EHDD) or to participate in an approved off-campus physical education program (see EHAC). Students may have a one-hour late arrival or a one-hour late arrival and a one-hour early release for the same purposes. Students enrolled in a career preparation program (co-op) may have a one- or two-hour early release to go to work.
2. The principal may grant a one- or two-hour early release, a one-hour late arrival, or a one-hour late arrival and a one-hour early release to a senior who is enrolled in courses that complete his or her graduation requirements, who has passed all required state-mandated assessments, and who meets at least one of the following conditions:
 - a. Any of the situations listed in item 1 above, i.e., enrolled in a college course or co-op;
 - b. Has a job;
 - c. Critical family needs such as head-of-household, wage-earner;

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

EED
(LOCAL)

- d. Caregiver for an infant/child or an elderly or disabled parent/grandparent;
 - e. Other situations requested by the parent and approved in writing by the principal.
3. Beginning with the class of 2009, the principal may grant early release or late arrival for seniors who:
- a. Meet one of the conditions in item 2 above;
 - b. Are enrolled in courses that complete the requirements for the Recommended High School Program; and
 - c. Have passed all required state-mandated assessments.
4. Beginning with the class of 2026, the principal may grant early release to a senior who is enrolled in courses that complete the Foundation High School Program with endorsements, who has met at least one college and career readiness standard, who has passed all required state-mandated assessments, and who meets at least one of the conditions in item 2 above.

Notwithstanding the provision above, if a student is enrolled in courses at the prerequisite level, the student's individualized education program (IEP) team shall convene to review and discuss the student's request for early release or late arrival (one or two hours) during their senior year. Approval of early release or late arrival is contingent upon the committee's determination and alignment with the student's educational needs and goals. In the event that early release or late arrival is granted, the parent or guardian shall be responsible for arranging the necessary transportation for the student at the beginning or conclusion of the student's school day, as applicable.

All students granted early release or late arrival must be enrolled for a minimum of five classes each day and must have written parent permission. Early release or late arrival must be approved before the two-week grade period ends for schedule changes at the beginning of each semester.

Selecting Courses

Students select courses for the next school year during the spring semester. Factors that students and their parents should consider in selecting courses include requirements for graduation, relevance to the student's overall program and educational/career goals, purpose of the course, and possible prerequisite for other courses.

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

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(LOCAL)

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1. Student does not meet prerequisites for the course.
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3. Student already has credit in the course.
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5. Student has not met requirement for K-level/Advanced Academic, AP, or HORIZONS placement.
6. Student needs a different course to meet graduation requirements.

An administrator or school counselor shall inform students of deadlines and requirements for dropping courses or changing schedules as well as the ramifications of such decision. Drops or changes occurring during the semester's two-week grace period shall not be shown on the student's record.

Students may also drop a year-long course at the end of the first semester or within the second semester's two-week grace period with no penalty. They shall receive a grade, credit, and grade points for the first semester.

Consequences of
Dropping Courses
After Two-Week
Grace Period

If a student is allowed to drop a course after the two-week grace period, he or she shall receive no credit for the course. The student's record shall show a "WD" for the semester in which the withdrawal is made. The course shall count as one attempted with no credit earned and zero grade points allowed. This course shall also be calculated in the grade point average and shall negatively affect class rank.

Only Allowable
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The following list describes the situations in which students may change their schedule of courses, after the two-week grace period, without the grade penalty of a "WD" previously described:

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3. A student's schedule of courses may change at any time from general education to special education settings due to an ARD decision.

Such changes shall be made at student and parent request and with the principal's or designee's approval.

Release from School

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Exception for
Released Time
Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

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 or eject a person from property under the District's control in accordance with law and Board policy.

Students, parents, and visitors on District property or in District facilities are required to remain in designated areas and follow District guidelines and expectations regarding behavior and supervision.

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, e-cigarettes, or other electronic vaporizing devices 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~~ An individual who holds a handgun license holder in accordance with state law 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]

Bonfires Prohibited

Bonfires shall be prohibited on school property.

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(LOCAL)

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Exceptions

No violation of this policy occurs when:

1. An individual who holds a handgun license in accordance with state law 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]

Bonfires Prohibited

Bonfires shall be prohibited on school property.

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
10. Failure to meet the District's standards of professional conduct.
11. Failure to report to the Board any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
12. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, with or without reasonable accommodation.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or the community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Behavior that presents a danger of physical harm to a student or other individuals.
19. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
21. Falsification of records or other documents related to the District's activities.
22. Falsification or omission of required information on an employment application.
23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.
25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
27. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
29. Any reason constituting good cause for terminating the contract during its term.

**Notice of Proposed
Nonrenewal**

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
3. The Superintendent may cross-examine any witnesses for the Board.
4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.

5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
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All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members — BBF
 - for employees — DHA
 - Financial conflicts of interest:
 - for public officials — BBFA
 - for all employees — DBD
 - for vendors — CHE
 - Compliance with state and federal grant and award requirements: CB, CBB
 - Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
 - Systems for monitoring the District's investment program: CDA
 - Budget planning and evaluation: CE
 - Compliance with accounting regulations: CFC
 - Activity fund management: CFD
 - Criminal history record information for employees: DBAA, DC
 - Disciplinary action for fraud by employees: DCD, DCE, and DF series
-

Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

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3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

Based on information and recommendations of the finance and internal audit departments, the Superintendent shall develop and maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District

Reports

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to a person with authority to investigate the suspicions, including any supervisor, the Superintendent, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure

FISCAL MANAGEMENT GOALS AND OBJECTIVES
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may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from
Retaliation*

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel, internal audit, and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards
Disclosure

In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent, with the assistance of the finance and internal audit departments, shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. Based on information and recommendations of the finance and in-

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

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ternal audit departments, the Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Employing Related Employees	<p>In all cases involving employment, fair and equitable hiring practices shall be observed. Persons responsible for employment in the District shall avoid any act or practice that might be interpreted as preferential consideration shown a relative.</p> <p>No spouse of the Superintendent, an associate superintendent, or the assistant superintendent of human resources shall be employed by the District. If a current employee is promoted to the position of Superintendent, associate superintendent, or assistant superintendent of human resources, the continued employment of the spouse shall be considered on an individual, case-by-case basis.</p> <p>The provisions of this policy shall not apply to persons employed before the adopted date of this policy revision, but the administration should direct efforts to eliminate those situations that would not meet these guidelines as circumstances permit.</p>
Applications	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
Assignment Identification on Contracts	In most circumstances, contracts shall not be for specific assignments but shall indicate employment as "teacher," "administrator," or other general employment category.
Selection, Employment, and Dismissal of Personnel	<hr/> <p>Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).</p> <hr/> <p>The Board delegates to the Superintendent the final authority to hire contractual (professionals and paraprofessionals) and noncontractual personnel, except those identified immediately below. The term "hire" shall mean the initial employment of a person or rehire after a break in previous employment with the District. All other actions regarding the contracts of current employees shall be taken according to applicable Board policy. [See also BJA] In addition, the Board delegates to the Superintendent the authority to dismiss</p>

EMPLOYMENT PRACTICES

DC
(LOCAL)

	<p>ancillary and annual contract employees, in accordance with DCD(LOCAL) and DCE(LOCAL).</p>
<p>Exceptions</p>	<p>Final authority for selection and employment of the Superintendent, internal auditor, and general counsel shall be retained by the Board.</p> <p>All selection and employment decisions made by the Superintendent shall be made in accordance with District policies, procedures, and practices.</p>
<p>Campus / District Hiring</p>	<p>For campus teacher and staff employments, it shall be the responsibility of the principal to approve appointments from a pool of applicants selected by the District or of applicants who meet the hiring requirements established by the Superintendent. One of the hiring requirements is to have on file one or more positive references for the candidate that is (are) deemed appropriate and acceptable to the Superintendent for the position being filled.</p>
<p>Procedures for Hiring Students</p>	<p>The hiring of students shall be exempt from local policy requiring the posting of job openings.</p> <p>The Superintendent or designee shall approve the hiring of any student and shall determine his or her placement in the pay system.</p> <p>The director of ancillary personnel shall be responsible for providing the necessary hiring procedures and shall also be responsible for ensuring that the District is in compliance with state and federal laws with respect to the employment of minors.</p> <p>The associate superintendent for business services shall be responsible for providing the accounting and payroll reporting procedures.</p>
<p>Criminal History Record</p>	<p>The District shall obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<p>Resignations</p>	<p>The Superintendent or designee shall have authority to accept the written resignation of any employee, including employees hired under provisions of the Education Code Chapter 21. [See DFE]</p>
<p>Employment Assistance Prohibited</p>	<p>No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions]</p>

| relating to contractors and agents and ~~DH~~(EXHIBIT DHA)(LEGAL)
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EMPLOYMENT PRACTICES

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<p>Procedures for Hiring Students</p>	<p>The hiring of students shall be exempt from local policy requiring the posting of job openings.</p> <p>The Superintendent or designee shall approve the hiring of any student and shall determine his or her placement in the pay system.</p> <p>The director of ancillary personnel shall be responsible for providing the necessary hiring procedures and shall also be responsible for ensuring that the District is in compliance with state and federal laws with respect to the employment of minors.</p> <p>The associate superintendent for business services shall be responsible for providing the accounting and payroll reporting procedures.</p>
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tors' Code of Ethics.]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Professional and Personal Conduct

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See [DHA\(LEGAL\)](#)]

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Each District hourly wage employee shall be expected to adhere to the standards of conduct set out in the District's working agreement. The working agreement serves only as notice of conduct that may lead to disciplinary action, including termination, and is not an employment contract creating a property interest in employment or job position.

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Each District employee is a role model for the District's students and is therefore responsible for his or her public conduct even when not acting as a District employee.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Employee Duty to Protect and Report

Each District employee has the responsibility to protect District assets and shall be expected to be alert to the potential for theft of property, theft of services, theft of anything of value, fraud, misappropriation, or financial impropriety.

Any employee who knows or has reason to know of or suspect an occurrence of fraud, misappropriation, financial impropriety, or covered activity shall immediately notify his or her supervisor. If the employee has reason to believe that the supervisor may be involved, the employee shall immediately notify his or her associate superintendent or the legal services office.

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Employee Duties During an Investigation

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his or her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters under investigation. An employee who fails to volunteer such information shall receive a directive

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EMPLOYEE STANDARDS OF CONDUCT

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from an administrator to provide a statement. An employee's failure to comply with such a directive constitutes insubordination, a violation that shall be grounds for disciplinary action, up to and including termination.

Electronic Recording No employee shall electronically record another employee by audio, video, or other means, including any conversation or meeting, unless each employee present has been notified and consents to being electronically recorded.

These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, or any other Board-sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

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

Exceptions No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. 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]

Electronic Communication
Use with Students A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

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EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see [DHA\(LEGAL\)](#)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Prohibited Classroom Instruction or Activities

An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see [EMB\(LEGAL\)](#)].

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EMPLOYEE STANDARDS OF CONDUCT

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Prohibited Diversity, Equity, and Inclusion Duties

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

Social Transitioning

An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning [see DH(LEGAL)].

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is prohibited, even if consensual. A District student who is also employed by the District is not prohibited from dating a peer of a similar age.

As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct.

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

Tobacco, Nicotine, and E-Cigarettes

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing de-

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EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

vice while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product that does not include the use of e-cigarettes or electronic vaporizing devices.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

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(LOCAL)

Sanctions An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Exception The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.

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EMPLOYEE STANDARDS OF CONDUCT

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Consideration Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication or who is convicted of a crime during employment with the District:

1. The nature of the offense;
2. The date of the offense; and
3. The relationship between the offense and the position to which the employee is assigned.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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EMPLOYEE STANDARDS OF CONDUCT

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**Professional and
Personal Conduct**

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DHA(LEGAL)]

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Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Each District employee is a role model for the District's students and is therefore responsible for his or her public conduct even when not acting as a District employee.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Employee Duty to
Protect and Report**

Each District employee has the responsibility to protect District assets and shall be expected to be alert to the potential for theft of property, theft of services, theft of anything of value, fraud, misappropriation, or financial impropriety.

Any employee who knows or has reason to know of or suspect an occurrence of fraud, misappropriation, financial impropriety, or covered activity shall immediately notify his or her supervisor. If the employee has reason to believe that the supervisor may be involved, the employee shall immediately notify his or her associate superintendent or the legal services office.

**Violations of
Standards of
Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

**Employee Duties
During an
Investigation**

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his or her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters under investigation. An employee who fails to volunteer such information shall receive a directive

EMPLOYEE STANDARDS OF CONDUCT

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Electronic Recording

No employee shall electronically record another employee by audio, video, or other means, including any conversation or meeting, unless each employee present has been notified and consents to being electronically recorded.

These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, or any other Board-sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. 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]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

EMPLOYEE STANDARDS OF CONDUCT

DH
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Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DHA(LEGAL)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Prohibited Classroom Instruction or Activities

An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)].

EMPLOYEE STANDARDS OF CONDUCT

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Prohibited Diversity, Equity, and Inclusion Duties

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

Social Transitioning

An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning [see DH(LEGAL)].

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is prohibited, even if consensual. A District student who is also employed by the District is not prohibited from dating a peer of a similar age.

As required by law, the District shall notify the parent of a student with whom a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct.

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

Tobacco, Nicotine, and E-Cigarettes

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing de-

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vice while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product that does not include the use of e-cigarettes or electronic vaporizing devices.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

EMPLOYEE STANDARDS OF CONDUCT

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Sanctions	<p>An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:</p> <ol style="list-style-type: none">1. Referral to drug and alcohol counseling or rehabilitation programs;2. Referral to employee assistance programs;3. Termination from employment with the District; and4. Referral to appropriate law enforcement officials for prosecution.
Notice	<p>Employees shall receive a copy of this policy.</p>
Arrests, Indictments, Convictions, and Other Adjudications	<p>An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:</p> <ol style="list-style-type: none">1. Crimes involving school property or funds;2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or4. Crimes involving moral turpitude, which include:<ul style="list-style-type: none">• Dishonesty; fraud; deceit; theft; misrepresentation;• Deliberate violence;• Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;• Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;• Felony driving while intoxicated (DWI); or• Acts constituting abuse or neglect under the Texas Family Code.
Exception	<p>The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.</p>

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Consideration

Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication or who is convicted of a crime during employment with the District:

1. The nature of the offense;
2. The date of the offense; and
3. The relationship between the offense and the position to which the employee is assigned.

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

PERSONNEL POSITIONS

DP
(LOCAL)

Principal Qualifications

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to implement policy and procedures;
5. The ability to interpret data;
6. Strong communications, public relations, and interpersonal skills;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

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Note: For information related to the selection of instructional materials, see EFA(LEGAL) and EFA(LOCAL).

The purpose of this policy is to ~~ensure that the District provides age appropriate~~ outline the processes and standards by which a school library acquires, maintains, and withdraws library materials for students and faculty that ~~support student achievement, present varying levels of difficulty, have diversity of appeal, and contain a variety of points of view as defined by Education Code 33.020(3). The materials should provide a wide range of background information that enables students to make intelligent decisions in their daily lives. The materials should also represent diverse viewpoints and cultures appropriate to each campus to ensure their campus collections embody the unique backgrounds of the student population.~~

The oversight and ultimate responsibility for the review, inclusion, and final reconsideration of library materials is vested in the Board. The Superintendent shall ensure that library materials are selected in accordance with this policy established and approved by the Board as well as with the administrative regulations established by the Superintendent.

Objectives

~~In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.~~

In this policy, "library materials" may include printed and electronic library acquisitions and other ancillary or supplementary materials ~~maintained or displayed in a campus library in a school district's library catalog. The policy applies to all library materials available for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library/library materials should not be used interchangeably with instructional materials for the purpose of this policy.~~

"Parent" as used in this policy includes a parent or legal guardian standing in the parental relationship to a student.

Objectives

In accordance with state and local guidelines, the purpose of library collections is to

1. enrich and support the state and local curriculum, and

2. or self-selected reading and voluntary inquiry.

School libraries are essential interactive ~~collaborative~~ collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community. School library collections may be used for formal or informal teaching and learning purposes, and should:

- Support student achievement.
- Present varying levels of difficulty.
- Demonstrate literary merit.
- Provide a wide range of background information that enables students to make intelligent decisions in their daily lives. The materials should also
- Represent diverse viewpoints and cultures appropriate to each campus to ensure their campus collections embody the unique backgrounds of the student population, and
- Collections should also provide Include materials of high interest to encourage student reading and learning for pleasure.

~~Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library materials should not be used interchangeably with instructional materials for the purpose of this policy.~~

Parental Involvement and Access

School libraries are essential and must be safe and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from key stakeholders, including parents and community members. Each campus shall communicate to parents how to access policies relating to school libraries and library materials; provide parents access to library materials and resources; and inform the school community of opportunities for students, parents, educators, and community members to provide feedback on library materials and services.

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials.

The District shall allow efficient parental access to the District libraries and online catalogs and post this policy and its implementing regulation along with a link to each campus and their

library materials on the District's website. A parent who wishes to access their child's school library should submit a request to the principal. The principal or designated staff member shall work with the parent to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services. Parents may view their own student's library material selection(s), including titles, authors, genres, and return dates, through the District's online library management system.

Parents may also elect to restrict their own student's ability to check out or access library materials in accordance with administrative regulation. The Superintendent shall develop procedures that permit a parent to submit the request to restrict in at least one of the methods permitted by law.

Protection from Inappropriate Material

School library materials, including materials available on display, in classroom libraries, online catalogs, ~~and~~ library mobile applications, and any other library catalog a student may access shall not include:

1. "Harmful material" as defined by Education Code 33.020 and Penal Code 43.24;
2. "Indecent content" as defined by Education Code 33.020;
3. "Obscene" material as defined by Penal Code 43.21(a)(1);
4. "Sexually explicit material" as defined by Education Code 33.021(a);
5. "Profane content" as defined by Education Code 33.020;
6. "Pervasively vulgar" material as referenced by the U.S. Supreme Court in *Board of Trustees, Education v. Pico* and determined by administrative regulation;
7. "Educationally unsuitable" material as referenced by the U.S. Supreme Court in *Board of Trustees, Education v. Pico* and determined by administrative regulation;
8. Material that refers a person to a website, including by use of a link or QR code, containing content legally prohibited under law; or
9. Any material legally prohibited from inclusion in a public school library.

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures.
[See CQ]

Library materials determined by the Texas Education Agency (TEA) to contain sexually relevant material as defined by Education Code 35.001(3) require parent permission to reserve, check out, or otherwise use outside the school library.

Collection Development Standards

Library materials in the library collection shall be chosen in accordance with state law. This policy shall be reviewed at least once every three (3) years and updated as needed. The Texas State Library and Archives Commission standards for school library collection development shall serve as the primary basis for developing and implementing the District's library collection development standards. Library materials included in a campus collection should be categorized into one of the District's identified book collections prior to inclusion in the collection. For administrative efficiency, the District shall identify its collections using the publishing industry's standard collection titles of juvenile, young adult, and adult collections as defined in administrative regulation.

In the selection and ~~determination~~-acquisition of library materials and services, the District-level library supervisor and individuals designated by that supervisor, such as State Board for Educator Certification (SBEC) certified campus librarians, shall ensure that the materials and services comply with the mandatory collection development standards adopted by the Texas State Library and Archives Commission and consider the voluntary standards for school library services adopted by the Texas State Library and Archives Commission. The selection and determination of library materials should:

- ~~10.1.~~ 10.1. Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
- ~~11.2.~~ 11.2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- ~~12.3.~~ 12.3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
- ~~13.4.~~ 13.4. Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

In addition, the ~~selection and determination~~evaluation and selection of collection material should consider at least two (2) of the following standards:

- ~~14.1.~~ Consideration of recommendations from students, parents/guardians, and local community members;
- ~~15.2.~~ Consultation with the school District's educators and library staff and/or consultation with library staff of similarly situated school districts and their collection and collection development policies;
- ~~16.3.~~ An extensive review of the text of the item;
- ~~17.4.~~ The context of a work, including consideration of the contextual characteristics, overall fit within the existing school library collection, and potential support of the school curriculum; or
- ~~18.5.~~ Consideration of the authoritative reviews of the items from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists for school-aged readers, library science field experts, and highly acclaimed author and literacy expert recommendations.

Additional Standards for Fiction and Literary Non-Fiction

In addition to the collection standards stated above, prior to any fiction or literary non-fiction material being selected for inclusion in the Young Adult or Adult Collections, a library material shall have been read or reviewed and recommended for inclusion by the District-level library supervisor, a campus librarian, or individuals designated by the District-level library supervisor.

Acquisition and Procurement Procedures

Library materials that are newly acquired by donation or being considered for a new purchase by the District shall be posted on the District's website for at least thirty (30) days prior to the material being considered and approved by the Board for acquisition or purchase. Each Board member may propose changes to the proposed library materials before the Board takes action on the list. The Board shall either approve or reject the library materials that have been proposed for acquisition by donation or purchase at the first meeting on or after the expiration of the thirty (30) day posting of the library materials. This procedure does not apply to library materials currently in the District library catalog at the same level that are replacing lost or damaged materials or adding additional copies of a material. Approval of the

Acquisition List encompasses all ISBN's associated with the listed materials.

Grade Span Access by Collection

The District shall ensure that the methods by which a student accesses library materials, including digital material, allows the student to only access grade-appropriate content and/or content authorized by parent permission.

The District-level library supervisor and individuals designated by that supervisor, such as SBEC certified campus librarians, shall apply access levels to library materials in the library collections by consulting professional reviews and/or recommendations from District librarians or individuals designated by the District-level library supervisor. Access levels shall be applied in accordance with administrative regulation and the following collection levels are available at campuses (content appropriate for the grade levels at that campus) as follows:

Grade Span	Content Access Level
Prekindergarten-grade 5	Juvenile, Young Adult*
Grade 6	Juvenile, Young Adult*, Adult*
Grades 7-8	Juvenile, Young Adult, Adult*
Grades 9-12	Juvenile, Young Adult, Adult*

*Parent permission is required

Parent Consideration

District staff may assist a student in selecting library material for choice reading; however, the ultimate determination of appropriateness and access to library materials for a student remains with that student's parent. Parents are encouraged to communicate with the campus librarian and their student's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

Challenged Resources

A parent of a District student, a District student who is 18 years of age or older, an individual employee in the District, or any District resident may challenge a library material maintained in the District's library collection on the basis that the library material fails to meet the standards set forth in this policy or the designated collection level for the library material is incorrect.

Guiding Principles

The following principles shall guide the Board, staff, and reconsideration committees in responding to challenges of library materials:

- 19.1. A complainant may raise an objection to a library material used in the District's library program, even though the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for library materials set out in this policy.
- 20.2. Access to a challenged material shall be restricted during the formal reconsideration process.
- 21.3. The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use.
- 22.4. Library materials may not be removed based solely on the ideas contained in the material, or the personal background of the author or characters in the material. [EFB(LEGAL)]

Informal Reconsideration Required

Any objection or challenge to a library material must first be made through the informal reconsideration review process at the campus where the material is located. When a campus receives an objection or challenge to the appropriateness of a library material or its collection level, the campus librarian and a campus administrator shall try to resolve the matter informally. The librarian and administrator shall confer with the complainant regarding the specific concerns of the library material or assigned collection level.

If the complainant's concerns are not resolved through the informal process, the administrator shall refer the complainant to this policy and the required form to request a formal reconsideration of the library material on the District's website.

Formal Reconsideration

Reconsideration Committee

If the complainant is dissatisfied with the informal reconsideration review, the complainant may choose to request a formal reconsideration. A complainant must make any formal challenge to a library material on the TEA form posted on the District's website. A complainant shall submit the completed and signed form to the District-level library supervisor. Upon receipt of the form, the District-level library supervisor shall notify the campus principal and librarian at every campus where the library material is located of the challenge and shall provide a copy of the form to the Superintendent and the Board.

The ~~District-level library supervisor~~ District-level library supervisor shall appoint a reconsideration committee to hear the formal reconsideration request. The reconsideration committee should generally include a campus librarian, administrator, and parent from each campus or campus feeder pattern where the challenged material is located but may include fewer representatives if at multiple campuses and determined appropriate by the District-level library supervisor. The committee may also include other members such as District-level staff, secondary-level students, and any other appropriate individuals determined by the District-level library supervisor.

Any member of the reconsideration committee must comply with the meeting requirements under Education Code 33.025(g) and (h), including required notices, meeting minutes, audio or video recordings, and submission of minutes and audio or video recordings of the meeting to the District.

All members of the committee shall review the challenged library material in its entirety within forty-five (45) school days of formation of the reconsideration committee or as soon thereafter as reasonably possible given the length or complexity of the challenged resource or the number of pending reconsideration requests being considered. If the committee requires time beyond forty-five (45) school days because of the number of pending requests or the length or complexity of the challenged resources, the District-level library supervisor shall notify the complainant of the progress of the review and the estimated time period needed for the reconsideration committee to complete the review.

However, notwithstanding the above, no review period shall take longer than ninety (90) calendar days after the date the request for reconsideration is received.

Once the review is completed, the committee shall meet and determine whether the challenged material conforms to the

principles of selection set out in this policy and whether the challenged material will continue to be part of the library collection or assigned collection level. The committee shall prepare a written determination of its findings within ten (10) school days of the reconsideration committee meeting. The Board, the Superintendent, and the complainant shall receive copies of the determination.

Appeal

The decision of the reconsideration committee may be appealed to the Board by the individual who submitted the challenge. The individual must provide the notice of appeal in accordance with administrative regulation. The Board shall hear the appeal and render a decision in accordance with the timelines established in law. When considering an appeal, the Board shall consider the factors in Education Code 33.027(f) within the timelines established by law.

Frequency of Review

After a library material has been challenged and the Board determines not to remove the library material from a school library catalog, it may not be challenged again before the second anniversary of the Board's final decision not to remove the material.

If a challenge to a library material results in the removal of the library material from the school library catalog, each teacher assigned as a classroom teacher at the grade level for which the library material was removed shall be notified and instructed to remove any copy of the library material from the teacher's classroom library, if applicable.

Alternate Sources of Library Materials

The District shall accept gifts and donations to a campus library with the understanding that the library materials and monies to purchase library materials must be in accordance with District policy and the selection criteria noted above. [See CDC] Classroom library materials created or maintained to enhance the instructional program or for voluntary inquiry or self-selected reading by students shall be done in accordance with the selection criteria noted above.

Maintenance-Deselection of Library Materials

Campus library collections shall be evaluated periodically to appraise the quality of library materials in the school library to ensure the library's goals, objectives, and information needs are serving its school community and should stipulate the means to

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weed or update the collection. The Superintendent shall ensure administrative procedures are established for regular maintenance of the campus library collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

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8/11/2025

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Note: For information related to the selection of instructional materials, see EFA(LEGAL) and EFA(LOCAL).

The purpose of this policy is to outline the processes and standards by which a school library acquires, maintains, and withdraws library materials as defined by Education Code 33.020(3).

The oversight and ultimate responsibility for the review, inclusion, and final reconsideration of library materials is vested in the Board. The Superintendent shall ensure that library materials are selected in accordance with this policy established and approved by the Board as well as with the administrative regulations established by the Superintendent.

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials in a school district’s library catalog. The policy applies to all library materials available for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access. While instructional materials and library materials are both considered instructional resources, they are not the same, and the term library materials should not be used interchangeably with instructional materials for the purpose of this policy.

“Parent” as used in this policy includes a parent or legal guardian standing in the parental relationship to a student.

Objectives

In accordance with state and local guidelines, the purpose of library collections is to

1. enrich and support the state and local curriculum, and
2. or self-selected reading and voluntary inquiry.

School libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information and learning tools for the entire school community. School library collections may be used for formal or informal teaching and learning purposes, and should:

- Support student achievement,
- Present varying levels of difficulty,
- Demonstrate literary merit,
- Provide a wide range of background information that enables students to make intelligent decisions in their daily lives,

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- Represent diverse viewpoints and cultures appropriate to each campus to ensure their campus collections embody the unique backgrounds of the student population, and
- Include materials of high interest to encourage student reading and learning for pleasure.

Parental Involvement and Access

School libraries are essential and must be safe and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from key stakeholders, including parents and community members. Each campus shall communicate to parents how to access policies relating to school libraries and library materials; provide parents access to library materials and resources; and inform the school community of opportunities for students, parents, educators, and community members to provide feedback on library materials and services.

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials.

The District shall allow efficient parental access to the District libraries and online catalogs and post this policy and its implementing regulation along with a link to each campus and their library materials on the District's website. A parent who wishes to access their child's school library should submit a request to the principal. The principal or designated staff member shall work with the parent to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services. Parents may view their own student's library material selection(s), including titles, authors, genres, and return dates, through the District's online library management system.

Parents may also elect to restrict their own student's ability to check out or access library materials in accordance with administrative regulation. The Superintendent shall develop procedures that permit a parent to submit the request to restrict in at least one of the methods permitted by law.

Protection from Inappropriate Material

School library materials, including materials available on display, in classroom libraries, online catalogs, and library mobile applications, and any other library catalog a student may access shall not include:

1. "Harmful material" as defined by Education Code 33.020 and Penal Code 43.24;

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2. "Indecent content" as defined by Education Code 33.020;
3. "Obscene" material as defined by Penal Code 43.21(a)(1);
4. "Sexually explicit material" as defined by Education Code 33.021(a);
5. "Profane content" as defined by Education Code 33.020;
6. "Pervasively vulgar" material as referenced by the U.S. Supreme Court in *Board of Education v. Pico* and determined by administrative regulation;
7. "Educationally unsuitable" material as referenced by the U.S. Supreme Court in *Board of Education v. Pico* and determined by administrative regulation;
8. Material that refers a person to a website, including by use of a link or QR code, containing content legally prohibited under law; or
9. Any material legally prohibited from inclusion in a public school library.

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures.
[See CQ]

Library materials determined by the Texas Education Agency (TEA) to contain sexually relevant material as defined by Education Code 35.001(3) require parent permission to reserve, check out, or otherwise use outside the school library.

Collection Development Standards

Library materials in the library collection shall be chosen in accordance with state law. This policy shall be reviewed at least once every three (3) years and updated as needed. The Texas State Library and Archives Commission standards for school library collection development shall serve as the primary basis for developing and implementing the District's library collection development standards. Library materials included in a campus collection should be categorized into one of the District's identified book collections prior to inclusion in the collection. For administrative efficiency, the District shall identify its collections using the publishing industry's standard collection titles of juvenile, young adult, and adult collections as defined in administrative regulation.

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In the selection and acquisition of library materials and services, the District-level library supervisor and individuals designated by that supervisor, such as State Board for Educator Certification (SBEC) certified campus librarians, shall ensure that the materials and services comply with the mandatory collection development standards adopted by the Texas State Library and Archives Commission and consider the voluntary standards for school library services adopted by the Texas State Library and Archives Commission. The selection and determination of library materials should:

1. Enrich and support the Texas Essential Knowledge and Skills (TEKS) and curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent the ethnic, religious, and cultural groups of the state and their contribution to Texas, the nation, and the world.

In addition, the evaluation and selection of collection material should consider at least two (2) of the following standards:

1. Consideration of recommendations from students, parents/guardians, and local community members;
2. Consultation with the school District's educators and library staff and/or consultation with library staff of similarly situated school districts and their collection and collection development policies;
3. An extensive review of the text of the item;
4. The context of a work, including consideration of the contextual characteristics, overall fit within the existing school library collection, and potential support of the school curriculum; or
5. Consideration of the authoritative reviews of the items from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists for school-aged readers, library science field experts, and highly acclaimed author and literacy expert recommendations.

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Additional Standards for Fiction and Literary Non-Fiction

In addition to the collection standards stated above, prior to any fiction or literary non-fiction material being selected for inclusion in the Young Adult or Adult Collections, a library material shall have been read or reviewed and recommended for inclusion by the District-level library supervisor, a campus librarian, or individuals designated by the District-level library supervisor.

Acquisition and Procurement Procedures

Library materials that are newly acquired by donation or being considered for a new purchase by the District shall be posted on the District's website for at least thirty (30) days prior to the material being considered and approved by the Board for acquisition or purchase. Each Board member may propose changes to the proposed library materials before the Board takes action on the list. The Board shall either approve or reject the library materials that have been proposed for acquisition by donation or purchase at the first meeting on or after the expiration of the thirty (30) day posting of the library materials. This procedure does not apply to library materials currently in the District library catalog at the same level that are replacing lost or damaged materials or adding additional copies of a material. Approval of the Acquisition List encompasses all ISBN's associated with the listed materials.

Grade Span Access by Collection

The District shall ensure that the methods by which a student accesses library materials, including digital material, allows the student to only access grade-appropriate content and/or content authorized by parent permission.

The District-level library supervisor and individuals designated by that supervisor, such as SBEC certified campus librarians, shall apply access levels to library materials in the library collections by consulting professional reviews and/or recommendations from District librarians or individuals designated by the District-level library supervisor. Access levels shall be applied in accordance with administrative regulation and the following collection levels are available at campuses (content appropriate for the grade levels at that campus) as follows:

Grade Span	Content Access Level
Prekindergarten-grade 5	Juvenile, Young Adult*
Grade 6	Juvenile, Young Adult*, Adult*

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Grade Span	Content Access Level
Grades 7-8	Juvenile, Young Adult, Adult*
Grades 9-12	Juvenile, Young Adult, Adult*

*Parent permission is required

Parent Consideration

District staff may assist a student in selecting library material for choice reading; however, the ultimate determination of appropriateness and access to library materials for a student remains with that student's parent. Parents are encouraged to communicate with the campus librarian and their student's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

Challenged Resources

A parent of a District student, a District student who is 18 years of age or older, an individual employee in the District, or any District resident may challenge a library material maintained in the District's library collection on the basis that the library material fails to meet the standards set forth in this policy or the designated collection level for the library material is incorrect.

Guiding Principles

The following principles shall guide the Board, staff, and reconsideration committees in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, even though the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for library materials set out in this policy.
2. Access to a challenged material shall be restricted during the formal reconsideration process.
3. The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use.

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4. Library materials may not be removed based solely on the ideas contained in the material, or the personal background of the author or characters in the material. [EFB(LEGAL)]

Informal Reconsideration Required

Any objection or challenge to a library material must first be made through the informal reconsideration review process at the campus where the material is located. When a campus receives an objection or challenge to the appropriateness of a library material or its collection level, the campus librarian and a campus administrator shall try to resolve the matter informally. The librarian and administrator shall confer with the complainant regarding the specific concerns of the library material or assigned collection level.

If the complainant's concerns are not resolved through the informal process, the administrator shall refer the complainant to this policy and the required form to request a formal reconsideration of the library material on the District's website.

Formal Reconsideration

Reconsideration Committee

If the complainant is dissatisfied with the informal reconsideration review, the complainant may choose to request a formal reconsideration. A complainant must make any formal challenge to a library material on the TEA form posted on the District's website. A complainant shall submit the completed and signed form to the District-level library supervisor. Upon receipt of the form, the District-level library supervisor shall notify the campus principal and librarian at every campus where the library material is located of the challenge and shall provide a copy of the form to the Superintendent and the Board.

The District-level library supervisor shall appoint a reconsideration committee to hear the formal reconsideration request. The reconsideration committee should generally include a campus librarian, administrator, and parent from each campus or campus feeder pattern where the challenged material is located but may include fewer representatives if at multiple campuses and determined appropriate by the District-level library supervisor. The committee may also include other members such as District-level staff, secondary-level students, and any other appropriate individuals determined by the District-level library supervisor.

Any member of the reconsideration committee must comply with the meeting requirements under Education Code 33.025(g) and (h), including required notices, meeting minutes, audio or video

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recordings, and submission of minutes and audio or video recordings of the meeting to the District.

All members of the committee shall review the challenged library material in its entirety within forty-five (45) school days of formation of the reconsideration committee or as soon thereafter as reasonably possible given the length or complexity of the challenged resource or the number of pending reconsideration requests being considered. If the committee requires time beyond forty-five (45) school days because of the number of pending requests or the length or complexity of the challenged resources, the District-level library supervisor shall notify the complainant of the progress of the review and the estimated time period needed for the reconsideration committee to complete the review. However, notwithstanding the above, no review period shall take longer than ninety (90) calendar days after the date the request for reconsideration is received.

Once the review is completed, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be part of the library collection or assigned collection level. The committee shall prepare a written determination of its findings within ten (10) school days of the reconsideration committee meeting. The Board, the Superintendent, and the complainant shall receive copies of the determination.

Appeal

The decision of the reconsideration committee may be appealed to the Board by the individual who submitted the challenge. The individual must provide the notice of appeal in accordance with administrative regulation. The Board shall hear the appeal and render a decision in accordance with the timelines established in law. When considering an appeal, the Board shall consider the factors in Education Code 33.027(f) within the timelines established by law.

Frequency of Review

After a library material has been challenged and the Board determines not to remove the library material from a school library catalog, it may not be challenged again before the second anniversary of the Board's final decision not to remove the material.

If a challenge to a library material results in the removal of the library material from the school library catalog, each teacher

assigned as a classroom teacher at the grade level for which the library material was removed shall be notified and instructed to remove any copy of the library material from the teacher's classroom library, if applicable.

Alternate Sources of Library Materials

The District shall accept gifts and donations to a campus library with the understanding that the library materials and monies to purchase library materials must be in accordance with District policy and the selection criteria noted above. [See CDC]
Classroom library materials created or maintained to enhance the instructional program or for voluntary inquiry or self-selected reading by students shall be done in accordance with the selection criteria noted above.

Deselection of Library Materials

Campus library collections shall be evaluated periodically to appraise the quality of library materials in the school library to ensure the library's goals, objectives, and information needs are serving its school community and should stipulate the means to weed or update the collection. The Superintendent shall ensure administrative procedures are established for regular maintenance of the campus library collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

**Definition / Program
Components**

The District's program for gifted and talented students, called HORIZONS, is provided for "a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual . . . area, [and who] excels in a specific academic field." (*Education Code 29.121*) The HORIZONS program provides services for identified students in kindergarten-grade 12.

Courses designed to address the specific nature and needs of students identified as gifted and talented shall be offered in the four core subject areas. Students identified as gifted must be provided an opportunity to be grouped with their intellectual peers in an academic environment during the school day. Depending on courses and grade level, students may be grouped with other gifted/talented students, or they may be cluster grouped with other high-achieving students in aAdvanced Academics, K, or AP courses.

**Referral, Screening,
and Parental
Consent**

Teachers, school counselors, parents, or other interested persons may refer students in any grade for the gifted and talented program at any time. The District shall provide assessment opportunities to complete the screening and identification process at least once per school year. Referrals for students must be received by the last school day in November in order to be assessed in early spring (January/February). The actual November date shall be announced annually through various District publications and the District's website.

The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an education record, subject to the protections set out in policies FL(LEGAL) and FL(LOCAL).

Selection

Identification
Criteria

Criteria to identify gifted and talented students shall be established in the District's Board-approved plan for the gifted and talented program. The criteria shall be specific to the state definition of gifted and talented and ensure the fair assessment of all students, including those with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

All populations of the District shall have access to assessment for the gifted/talented program.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following components, which are on the HORIZONS Identification Profile:

1. Cognitive ability tests;
2. Parent surveys; and
3. Teacher surveys based on classroom observations.

~~Screening,
Selection, and
Placement Matrix
or Threshold
System~~

Screening and
Placement
Committee

If the selection process relies on a matrix or threshold system, the use of a scoring value based on race, ethnicity, sex, socioeconomic status, or disability shall be prohibited.

A placement committee shall be established at each campus. This committee shall be composed of at least three professional educators who have received training in the nature and needs and identification of gifted students and who are familiar with the state guidelines for gifted and talented programs.

This committee shall evaluate the completed HORIZONS Identification Profile for each referred student according to the established criteria and shall identify those students who meet the established placement criteria.

Parents shall receive written notification of the results of their child's gifted/talented screening. Participation in any program or services provided for gifted students is voluntary, and before a student is placed in a gifted program, the District shall obtain the parent's written permission.

Appeals

A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Transfer Students

Intradistrict

Students who are identified as gifted and talented and who transfer between schools within the District shall automatically continue in the program.

Interdistrict

A transfer student who was in a gifted/talented program in another district shall be placed in the District program with documentation data that verifies the student's placement in a gifted and talented program in the previous district. If documentation data is not available, the student must be retested.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Other transfer students shall be eligible for screening during the mid-year testing cycle. Parents must refer those students during the open referral period in the fall.

Furlough

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Continued Placement

Students who participate in the gifted and talented program shall automatically continue in the program unless their academic achievement is not commensurate with the expected performance of gifted and talented students.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.

Re-Entry

In order to re-enter the program, a student who has been administratively exited must be retested and qualify for the program by meeting the most current gifted/talented qualification standards.

If a student has been administratively exited from the program, the student or his or her parent has the opportunity to request reassessment no more than one time in elementary school, one time in middle school, and one time in high school.

Program Evaluation

The gifted program shall be evaluated annually for effectiveness, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The evaluation information shall be shared with Board members, administrators, teachers, school counselors, students, and the community. The evaluation process shall ensure that those involved in the planning and implementation of the gifted program are also involved in its evaluation, including parents.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing for and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

Community Awareness

The District shall ensure that information about the gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Note: See DMA(LEGAL) for training requirements for teachers of gifted and talented education.

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**Community
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Note: See DMA(LEGAL) for training requirements for teachers of gifted and talented education.

Parental Rights

Definitions

Parent

For purposes of Chapter 26 of the Education Code, a parent includes a person standing in a parental relation who is listed as a parent or legal guardian in the records of the District. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

Biological Sex

In accordance with law, a person's biological sex at birth is identified on the person's official birth certificate provided the statement was:

1. Entered at or near the time of the person's birth; or
2. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.

Social Transitioning

In accordance with law, social transitioning means a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, or other expressions of gender that deny or encourage a denial of the person's biological sex at birth.

Parent Rights and Authority

Parents have the ultimate authority, responsibility, and role to guide the beliefs and protect the health and well-being of their children.

Parents as Partners and Instructional Plans

Parents are partners with educators, administrators, and the Board in their children's education. In order to encourage parents to actively participate in creating, implementing, and supporting the educational programs for their children, they should be provided with information on instructional plans. At the beginning of every semester, each teacher must provide the instructional plan or course syllabus for each class the teacher teaches to the District and the District shall make the information available on its website.

Additionally, teachers must also provide a copy of their instructional plan or course syllabus to the parent of each student enrolled in their class and provide additional copies as needed upon parent request.

Right to Full Information

A parent has the right to full information concerning their student except as limited by law. District staff may not limit parental rights or withhold information from a parent. An attempt by any District employee to withhold information or encourage or coerce a student to withhold information from their parent is grounds for disciplinary action.

Except as limited by law, a parent is entitled to access all records of the District concerning the parent's child, including the following records: attendance, test scores, grades, disciplinary, counseling,

psychological, admission applications, medical records, health and immunization information, teacher and school counselor evaluations, reports of behavioral patterns, interventions, and library materials. The District may only withhold information from a parent to the extent authorized by law, and only to the extent reasonably necessary.

Prohibition on
Assisting
Transitioning

District employees are prohibited from assisting a student enrolled in the District with social transitioning, including by providing any information about social transitioning or providing guidelines intended to assist a person with social transitioning. A parent may report to the District any suspected violation of this prohibition, and the Board shall require the Superintendent or person designated by the Superintendent to investigate and determine if a violation of this policy has occurred. If a violation of this policy is determined by the Superintendent, the Superintendent shall notify the Board and the commissioner of the violation.

*Biological Sex —
Specific Spaces
and Athletic
Teams*

District schools shall maintain sex-segregated restrooms, locker rooms and other similar facilities designated for and used only by persons based on the person's biological sex in accordance with CS(LOCAL).

Except as provided below, an interscholastic athletic team sponsored or authorized by the District may not allow a student to compete in an athletic competition sponsored or authorized by the District that is designated for the biological sex opposite to the student's biological sex.

An interscholastic athletic team sponsored or authorized by the District may allow a female student to compete in an interscholastic athletic competition that is designated for male students if a corresponding interscholastic athletic competition designated for female students is not offered or available.

Overnight travel accommodations related to athletic teams or any other extracurricular activities requiring hotel rooms will be separated based on biological sex.

*Prohibited
Instruction and
Materials*

No course of instruction, unit of study, materials, instructional materials, or any other curricular or District-sponsored extracurricular offerings shall adopt, support, or promote social transitioning as part of any District instruction or activity. This prohibition also includes a teacher, an administrator, or other staff referring, guiding, or providing an individual student to or with any material or information that is prohibited, including allowing a student to "borrow" prohibited materials from the teacher, administrator, or staff member's private collection or possessions. Any instructional or library

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materials accessible in any way to students must be in compliance with EFA(LOCAL) and EFB(LOCAL).

Information
Collection

*Surveys or
Questionnaires*

The District requires written parent consent for ~~surveys~~, well-being questionnaires, ~~and~~ health screening forms, and surveys that ask students about mental well-being, psychological/psychiatric health, or sensitive topics, such as political affiliations, religious beliefs, risky or illegal behavior, or family relationships or income. For surveys or questionnaires that require consent, staff shall adhere to the following:

1. At the time written parent permission is requested for a student to take a qualifying survey, well-being questionnaire, or complete a health-screening form ~~to be administered to a student~~, the student's parent must be provided access to a copy of the survey, questionnaire, or form to be used.
2. Written permission must be received prior to the student being administered the survey, questionnaire, or form.
3. Access to the survey, questionnaire, or form completed by a student must be made available to the student's parent upon request.

The requirement for parental consent in this policy should not be construed to limit a District employee's ability to inquire about a student's daily well-being without parental consent.

*Psychological or
Psychiatric
Examination or
Treatment*

An employee or contractor of the District must obtain the written consent of a child's parent before the employee or contractor may conduct a psychological or psychiatric examination or test, or psychological or psychiatric treatment, unless the examination, test, or treatment is required under state or federal law, including requirements for special education.

For purposes of this policy, "psychological or psychiatric examination or test" means a method designed to elicit information regarding an attitude, habit, trait, opinion, belief, feeling, or mental disorder or a condition thought to lead to a mental disorder, regardless of the manner in which the method is presented or characterized, including a method that is presented or characterized as a survey, check-in, or screening or is embedded in an academic lesson.

Parent Engagement

The Board through this policy prioritizes parental engagement.

To support parental engagement, the District shall provide a portal through which parents of students enrolled in the District may submit comments to campus or district administrators, as well as the Board.

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To prioritize parental engagement, the Board places agenda comments and citizen participation at the beginning of school board meetings and holds its school board meetings outside of typical work hours. [See BE]

PARENT RIGHTS AND RESPONSIBILITIES

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(LOCAL)

Parental Rights

Definitions

Parent

For purposes of Chapter 26 of the Education Code, a parent includes a person standing in a parental relation who is listed as a parent or legal guardian in the records of the District. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

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In accordance with law, a person's biological sex at birth is identified on the person's official birth certificate provided the statement was:

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2. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.

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In accordance with law, social transitioning means a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, or other expressions of gender that deny or encourage a denial of the person's biological sex at birth.

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Parents have the ultimate authority, responsibility, and role to guide the beliefs and protect the health and well-being of their children.

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A parent has the right to full information concerning their student except as limited by law. District staff may not limit parental rights or withhold information from a parent. An attempt by any District employee to withhold information or encourage or coerce a student to withhold information from their parent is grounds for disciplinary action.

Except as limited by law, a parent is entitled to access all records of the District concerning the parent's child, including the following records: attendance, test scores, grades, disciplinary, counseling, psychological, admission applications, medical records, health and

PARENT RIGHTS AND RESPONSIBILITIES

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(LOCAL)

immunization information, teacher and school counselor evaluations, reports of behavioral patterns, interventions, and library materials. The District may only withhold information from a parent to the extent authorized by law, and only to the extent reasonably necessary.

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Teams*

District schools shall maintain sex-segregated restrooms, locker rooms and other similar facilities designated for and used only by persons based on the person's biological sex in accordance with CS(LOCAL).

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Overnight travel accommodations related to athletic teams or any other extracurricular activities requiring hotel rooms will be separated based on biological sex.

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Instruction and
Materials*

No course of instruction, unit of study, materials, instructional materials, or any other curricular or District-sponsored extracurricular offerings shall adopt, support, or promote social transitioning as part of any District instruction or activity. This prohibition also includes a teacher, an administrator, or other staff referring, guiding, or providing an individual student to or with any material or information that is prohibited, including allowing a student to "borrow" prohibited materials from the teacher, administrator, or staff member's private collection or possessions. Any instructional or library materials accessible in any way to students must be in compliance with EFA(LOCAL) and EFB(LOCAL).

PARENT RIGHTS AND RESPONSIBILITIES

FA
(LOCAL)

Information
Collection

*Surveys or
Questionnaires*

The District requires written parent consent for well-being questionnaires, health screening forms, and surveys that ask students about mental well-being, psychological/psychiatric health, or sensitive topics, such as political affiliations, religious beliefs, risky or illegal behavior, or family relationships or income. For surveys or questionnaires that require consent, staff shall adhere to the following:

1. At the time written parent permission is requested for a student to take a qualifying survey, well-being questionnaire, or complete a health-screening form, the student's parent must be provided access to a copy of the survey, questionnaire, or form to be used.
2. Written permission must be received prior to the student being administered the survey, questionnaire, or form.
3. Access to the survey, questionnaire, or form completed by a student must be made available to the student's parent upon request.

The requirement for parental consent in this policy should not be construed to limit a District employee's ability to inquire about a student's daily well-being without parental consent.

*Psychological or
Psychiatric
Examination or
Treatment*

An employee or contractor of the District must obtain the written consent of a child's parent before the employee or contractor may conduct a psychological or psychiatric examination or test, or psychological or psychiatric treatment, unless the examination, test, or treatment is required under state or federal law, including requirements for special education.

For purposes of this policy, "psychological or psychiatric examination or test" means a method designed to elicit information regarding an attitude, habit, trait, opinion, belief, feeling, or mental disorder or a condition thought to lead to a mental disorder, regardless of the manner in which the method is presented or characterized, including a method that is presented or characterized as a survey, check-in, or screening or is embedded in an academic lesson.

Parent Engagement

The Board through this policy prioritizes parental engagement.

To support parental engagement, the District shall provide a portal through which parents of students enrolled in the District may submit comments to campus or district administrators, as well as the Board.

To prioritize parental engagement, the Board places agenda comments and citizen participation at the beginning of school board

meetings and holds its school board meetings outside of typical work hours. [See BE]

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an individual's:

1. Alleged abuse or commission of an otherwise unlawful act with a student;
2. Involvement in or soliciting a romantic relationship, or soliciting or engaging in sexual contact, with a student;
3. Engaging in inappropriate communications with a student; or
4. Failing to maintain appropriate boundaries with a student.

**Notice of Suspected
Criminal Offense**

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

PROPOSED REVISIONS

Authority	The purchasing department, under the direction of the assistant superintendent of support services, is responsible for all capital purchases and management thereof.
Delegation Responsibility	All employees shall be responsible and held accountable for the management of District-owned properties assigned to them for care, custody, and control.
Definition	<p>The purchasing department has a fiduciary responsibility relative to the control and safeguarding of capital assets. The purchasing department and the finance department shall determine what items will be capitalized and listed on a capital asset inventory.</p> <p>The finance department has a financial reporting responsibility to determine <u>recommend</u> capital asset capitalization thresholds <u>to the Board</u>, estimate useful lives, and implement depreciation methods used for capital assets.</p>
Capitalization Threshold	<p>The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000 <u>\$10,000</u>.</p> <p>The finance department shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.</p>
Acquisitions	<p>Capital assets are acquired in the following manner:</p> <ol style="list-style-type: none">1. All approved capital asset purchases will be done by the purchasing department according to appropriate local, state, or federal guidelines.2. With the written approval of the assistant superintendent of support services or that officer's designee, the District may receive a capital asset by gift or donation.
Control	<p>Unit control capital assets are accounted for as a single unit in itself, and it retains its separate identity throughout its life and at the time of disposition. These items will be individually identified with preprinted numerical barcode tags.</p> <p>Group control capital assets are items which are the same with respect to function, material, shape, and size. These items are not individually tagged but are entered on inventory under a group identification number.</p> <ol style="list-style-type: none">1. Capital assets will be recorded in an inventory management system and accounted for annually.

2. Capital assets highly susceptible to pilferage and expensive moveable items may require special security efforts of those who are responsible for the items.
3. All capital asset transfer requests must be authorized by the school principal or building administrator and approved in advance by the property and records manager, director of purchasing, or the assistant superintendent of support services. Transfers will be managed by authorized support services employees only.
4. All surplus, damaged, or obsolete capital assets must be transferred to the distribution center.
5. Disposal of capital assets must be handled by the purchasing department according to policy CI(LOCAL).

Procedures

The associate superintendent of business and financial services shall develop administrative procedures as required to maintain an efficient capital asset management system.

Authority

The purchasing department, under the direction of the assistant superintendent of support services, is responsible for all capital purchases and management thereof.

**Delegation
Responsibility**

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Definition

The purchasing department has a fiduciary responsibility relative to the control and safeguarding of capital assets. The purchasing department and the finance department shall determine what items will be capitalized and listed on a capital asset inventory.

**Capitalization
Threshold**

The finance department has a financial reporting responsibility to recommend capital asset capitalization thresholds to the Board, estimate useful lives, and implement depreciation methods used for capital assets.

The capitalization threshold for purposes of classifying individual capital assets shall be \$10,000.

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Procedures

The associate superintendent of business and financial services shall develop administrative procedures as required to maintain an efficient capital asset management system.

CFISD Virtual Pathways

Students residing in district, as well as those transferring into CFISD, may enroll in CFISD Virtual Pathways to obtain grade level or course credit through any of the available models (Academy, Flex, Supplemental). Grade level/course credit shall be issued in accordance with EIA (Local).

Out of district students may access CFISD Virtual Pathways courses through the TEA Virtual Course List (TEC Chapter 30B) or through inter-local agreements, as approved by the Board of Trustees. The Board authorizes the Superintendent or designee to establish and publish tuition and fee schedules for virtual and hybrid courses and programs offered through CFISD Virtual Pathways to students not otherwise entitled to enroll in the District. Any tuition or fee schedules shall be made publicly available and administered in accordance with applicable law.

Texas Virtual School Network/TEA Virtual Course List (TEC Chapter 30B)

The Superintendent or designee shall establish procedures for students to enroll in courses provided by either the Texas Virtual School Network (TxVSN) or courses on the TEA Virtual Course List.

Enrollment in courses through the TxVSN or TEA Virtual Course List shall not be subject to limitations the District may impose for other distance learning courses.

Other Distance Learning

The Superintendent or designee shall establish procedures governing the use of other distance learning courses, including correspondence courses, as a means of earning credit in a subject or course. In order to receive credit, a student shall obtain approval from the principal or designee prior to enrollment in the course.

ALTERNATIVE METHODS FOR EARNING CREDIT
DISTANCE LEARNING

EHDE
(LOCAL)

CFISD Virtual Pathways

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**School-Sponsored
Student
Organizations**

The District recognizes the benefit to its students of teams, clubs, and organizations that represent the school outside of the normal school day, student government, and other school organizations that directly relate to the mission of the school. These organizations assist in building leadership and good citizenship and in supplementing the curriculum taught during the school day. School-sponsored organizations may be either cocurricular or extracurricular.

Criteria for
Sponsorship

To be school-sponsored, a student organization must meet the following criteria: It must fall within one or more of the following categories:

- a. The subject matter of the group is actually taught or will be taught in a regularly offered course;
 - b. The subject matter of the group concerns the body of courses as a whole;
 - c. Participation in the group is required for a particular course;
 - d. Being a member of the group results in academic credit;
 - e. The group participates, competes, or performs on behalf of the school in activities sanctioned by the school or District, University Interscholastic League (UIL), or Texas Education Agency (TEA);
 - f. Honor societies; or
 - g. Student service organizations.
2. It must have a faculty sponsor, and the sponsor or a faculty member designated as an alternate must attend all meetings.
 3. An Application for School-Sponsored Student Organization must be completed and submitted to the principal for approval. [See FM(REGULATION)]

School-Sponsored
Organization
Formation

An Application for School-Sponsored Student Organization must be completed and submitted to the principal for approval. [See FM(REGULATION) Exhibit 1]

**Nonschool-
Sponsored Groups**

For criteria and guidelines for nonschool-sponsored student groups, see FNAB(LOCAL) and FNAB(REGULATION).

**Extracurricular
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. [See FM(LEGAL) and FM(LOCAL)] A student shall be allowed in a school year a maximum of ~~ten~~ fifteen extracurricular absences not related to post-district competition, a maximum of

five absences for post-district competition prior to state, and a maximum of two absences for state competition.

[For eligibility of private school students, including homeschool students, to participate in extracurricular activities, see FD(LOCAL).]

Use of District Facilities

School-sponsored student organizations may use District facilities with prior approval of the appropriate administrator. Nonschool-sponsored student groups may use District facilities in accordance with policy FNAB.

Limits on Practice and Rehearsal

Outside the School Day

For each extracurricular activity, students shall be limited to a maximum of eight hours of practice and rehearsal outside the school day per school week. The school week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week, excluding holidays.

During the School Day

In accordance with state rule, students shall be limited to one period of practice during the regularly scheduled school day for extracurricular activities, such as athletics, drill team, or cheerleading. The time limit on practice occurring within the school day shall be 300 minutes weekly. [See FM(LEGAL)]

Enrollment in State-Approved Courses

In accordance with state rule, limitations on practice of one period per school day do not prohibit a student from enrolling in more than one state-approved course that includes essential knowledge and skills related to preparation for an extracurricular activity (e.g., a student may be enrolled in both drill team and theater arts). [See FM(LEGAL)]

Limitations on Competitions and Performances

In accordance with state rule, for any given extracurricular activity, students shall be allowed to participate in only one activity per school week, excluding holidays. (See definition of school week in section on practice and rehearsal.) (See 19 TAC 76.1001, Subchapter AA for additional information.) [See FM(LEGAL)]

Communication Responsibilities

Coaches, directors, and sponsors shall be responsible for:

1. Submitting to the principal or designee "outside the school day" practice and rehearsal schedules and dates and times for competitions;
2. Providing students with "outside the school day" practice, rehearsal, and competition schedules to share with their parents and to assist them in planning their time for homework and studying; and

3. Including in handbooks or other documents distributed to students and parents information about the time commitment participants in the activity are expected to make during the school year.

Curriculum
Documents

The curriculum staff shall also assume responsibility for providing information about the estimated amount of time required for students to participate in various extracurricular and cocurricular activities. Information shall be located in materials as appropriate (e.g., course description booklets, four-year option booklets, and the like). This information should assist students, with their parents' guidance, in deciding what courses and programs to enroll or participate in.

**UIL Waiver for
Designated Courses**

When a student earns below 70 for a grading period in one of the designated courses, which would result in the student being ineligible for UIL or non-UIL activities, the principal, on request, shall waive the student's suspension from participation in accordance with UIL rules.

If a waiver is granted, a particular course may be waived more than one time per semester. If a student earns below 70 for a grading period in two or more of the designated courses, he or she is not eligible for a waiver consideration to continue participation in UIL or non-UIL activities. [See FM(LEGAL) for information about advanced courses and the District website for a complete list of advanced courses approved by the Board.]

UIL Eligibility

A student obtaining an interdistrict or intradistrict transfer to a District high school without a corresponding change of legal residence shall not be eligible for participation in high school varsity athletics for one year at the new school. Participation in other UIL competition shall be subject to UIL rules and guidelines. [See FDA and FDB]

Upon entry into high school athletics, eligibility shall be established based on the location of the student's legal residence, i.e., bona fide legal address of the guardian or parent and where the student resides. [See UIL regulation]

If a family changes legal residence from one high school attendance area to another after eligibility has been established, the student may choose to:

1. Retain UIL eligibility at the original school and continue to attend and participate if eligibility has been established by UIL rules; or
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Bonfires

Use of bonfires, on or off school property, to promote a school-related activity is prohibited.

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