

Board Workshop Agenda

Lake Travis Independent School District Board of Trustees

A meeting of the Board of Trustees of Lake Travis Independent School District will be held May 16, 2018, beginning at 6:00 PM in the Educational Development Center, Live Oak Room 607 RR 620 North Austin, TX 78734.

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 order shown on this agenda.

1. Recognitions
 - A. 2018 Duke University Talent Identification Program (TIP) State and Grand Recognition Qualifiers
2. Presentation/Discussion Items
 - A. LeaderForLife (Student Voluntary Drug Testing Program) Update
3. Closed Session - Trustees will adjourn into Closed Session as permitted by the Texas Government Code 551.001 et. seq.
 - A. Section 551.074 - Personnel Matters
4. Election of Board of Trustees Officers
5. Call To Order and Quorum Determination
6. Pledge of Allegiance and Moment of Silence
7. Lake Travis High School 2018 National Merit Scholarship Program Finalists
8. Lake Travis High School Mountain Bike Team - 2018 Texas High School Mountain Bike League State Champions
9. LT High Five Award Recipients
10. 2018 Campus Teacher of the Year Award Recipients
11. Lake Travis ISD School Board Trustee Lisa Johnson
12. Trustee Election
13. Canvass the May 5, 2018 Board of Trustees Election
14. Oath of Office - Board of Trustees for the Lake Travis Independent School District Places 1, 2 and 3
15. Audience Comments
16. April 2018 Monthly Financial Reports - Statement of Revenues and Expenditures, Balance Sheet, Tax Statement, 2012 Capital Projects Report and 2018 Capital Projects Report
17. 2018-2019 Preliminary Budget Overview
18. Board Notification Under Board Policy CH (LOCAL) - Purchases for Summer 2018 Bond Projects
19. 2018-2019 Salary Adjustments
20. Naming of Lake Travis ISD Middle School No. 3
21. Consideration Items
 - A. Change LTISD Board Operating Procedures - Regular Board Meeting Day from Third Tuesday to Third Wednesday

- B. Repeal of all previously adopted policies and adoption of (LOCAL) policies as prepared by TASB Policy Service (see attached list) 3
22. Local Policy Update to FNF (LOCAL) - STUDENT RIGHTS AND RESPONSIBILITIES: INTERROGATIONS AND SEARCHES
 23. Change LTISD Board Policy BE (LOCAL) - Regular Board Meeting Day from Third Tuesday to Third Wednesday
 24. Non-Instructional Staffing Allocations
 25. Request for Proposals for AV installs for Hudson Bend Middle School, Lake Travis High School On-Ramps classrooms, and Additional Classrooms at Lake Travis Middle School and West Cypress Hills Elementary School
 26. Consent Agenda
 27. Minutes of March 20, 2018 Board Meeting
 28. Upcoming Meetings and Events
 - A. June 19, 2018, 6:00 p.m. - Monthly Board Meeting, EDC
 29. June 5, 2018, 6:00 p.m. - Budget Board Workshop, EDC
 30. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)
 31. Section 551.071 - Consultation with Attorney
 32. The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).
 33. Section 551.072 - Deliberation Regarding Real Property
 34. The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071.)
 35. Section 551.0821 - School Board: Personally Identifiable Information About a Public School Student
 - A. The Board will discuss personally identifiable information about a public school student.
 36. Section 551.076 - Deliberation Regarding Security Devices or Security Audits; Closed Meeting. This chapter does not require a governmental body to conduct an open meeting to deliberate:
 37. The deployment, or specific occasions for implementation of security personnel or devices.
 38. Adjournment

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

TASB attorneys recommend that posting board action on policies be specific enough to advise staff and members of the public of the changes. For that purpose, TASB recommends the following wording for meeting notices:

- for TASB-initiated localized updates:
“Policy Update ____, affecting local policies (see attached list)”
- for district-initiated Local District Updates:
“Local District Update ____, affecting local policies (see attached list)”

In both cases, TASB Policy and Legal Services recommend that the policy changes—each addition, deletion, or replacement—be listed in alphabetical order by policy code, title and subtitle. The following document is our compilation of that list, which may be copied and pasted into your meeting notice as well as into staff communications of board action and board meeting minutes.

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

Adoption:

AB(LOCAL): DISTRICT NAME

AE(LOCAL): EDUCATIONAL PHILOSOPHY

AF(LOCAL): INNOVATION DISTRICTS

BBB(LOCAL): BOARD MEMBERS - ELECTIONS

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBE(LOCAL): BOARD MEMBERS - AUTHORITY

BBF(LOCAL): BOARD MEMBERS - ETHICS

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

BBG(LOCAL): BOARD MEMBERS - COMPENSATION AND EXPENSES

BBI(LOCAL): BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BDAA(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAE(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF DEPOSITORY

BDB(LOCAL): BOARD INTERNAL ORGANIZATION - INTERNAL COMMITTEES

BDD(LOCAL): BOARD INTERNAL ORGANIZATION - ATTORNEY

BE(LOCAL): BOARD MEETINGS

BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION

BF(LOCAL): BOARD POLICIES

BJA(LOCAL): SUPERINTENDENT - QUALIFICATIONS AND DUTIES

BJCD(LOCAL): SUPERINTENDENT - EVALUATION

BJCF(LOCAL): SUPERINTENDENT - NONRENEWAL

BP(LOCAL): ADMINISTRATIVE REGULATIONS

BQ(LOCAL): PLANNING AND DECISION-MAKING PROCESS

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS - DISTRICT-LEVEL
BQB(LOCAL): PLANNING AND DECISION-MAKING PROCESS - CAMPUS-LEVEL
CAA(LOCAL): FISCAL MANAGEMENT GOALS AND OBJECTIVES - FINANCIAL ETHICS
CB(LOCAL): STATE AND FEDERAL REVENUE SOURCES
CCG(LOCAL): LOCAL REVENUE SOURCES - AD VALOREM TAXES
CDA(LOCAL): OTHER REVENUES - INVESTMENTS
CDC(LOCAL): OTHER REVENUES - GIFTS AND SOLICITATIONS
CE(LOCAL): ANNUAL OPERATING BUDGET
CFB(LOCAL): ACCOUNTING - INVENTORIES
CFD(LOCAL): ACCOUNTING - ACTIVITY FUNDS MANAGEMENT
CH(LOCAL): PURCHASING AND ACQUISITION
CI(LOCAL): SCHOOL PROPERTIES DISPOSAL
CJ(LOCAL): CONTRACTED SERVICES
CK(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT
CKB(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - ACCIDENT PREVENTION AND REPORTS
CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL
CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE
CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - FLAG DISPLAYS
CNA(LOCAL): TRANSPORTATION MANAGEMENT - STUDENT TRANSPORTATION
CNB(LOCAL): TRANSPORTATION MANAGEMENT - DISTRICT VEHICLES
CO(LOCAL): FOOD SERVICES MANAGEMENT
CPAB(LOCAL): OFFICE COMMUNICATIONS - MAIL AND DELIVERY
CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

CQ(LOCAL): TECHNOLOGY RESOURCES

CRB(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - LIABILITY INSURANCE

CRD(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE

CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE

CV(LOCAL): FACILITIES CONSTRUCTION

CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING

CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS

CW(LOCAL): NAMING FACILITIES

CY(LOCAL): INTELLECTUAL PROPERTY

DBA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CREDENTIALS AND RECORDS

DBAA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CRIMINAL HISTORY AND CREDIT REPORTS

DBB(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST

DC(LOCAL): EMPLOYMENT PRACTICES

DCA(LOCAL): EMPLOYMENT PRACTICES - PROBATIONARY CONTRACTS

DCB(LOCAL): EMPLOYMENT PRACTICES - TERM CONTRACTS

DCD(LOCAL): EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT

DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS

DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN

DEAA(LOCAL): COMPENSATION PLAN - INCENTIVES AND STIPENDS

DEAB(LOCAL): COMPENSATION PLAN - WAGE AND HOUR LAWS

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS

DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT

DF(LOCAL): TERMINATION OF EMPLOYMENT

DFAA(LOCAL): PROBATIONARY CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

DFBA(LOCAL): TERM CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL

DFD(LOCAL): TERMINATION OF EMPLOYMENT - HEARINGS BEFORE HEARING EXAMINER

DFE(LOCAL): TERMINATION OF EMPLOYMENT - RESIGNATION

DFFA(LOCAL): REDUCTION IN FORCE - FINANCIAL EXIGENCY

DFFB(LOCAL): REDUCTION IN FORCE - PROGRAM CHANGE

DGA(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - FREEDOM OF ASSOCIATION

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

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DHE(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - SEARCHES AND ALCOHOL/DRUG TESTING

DI(LOCAL): EMPLOYEE WELFARE

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

DK(LOCAL): ASSIGNMENT AND SCHEDULES

DLB(LOCAL): WORK LOAD - REQUIRED PLANS AND REPORTS

DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND VISITATIONS

DN(LOCAL): PERFORMANCE APPRAISAL

DNA(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF TEACHERS

DNB(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF CAMPUS ADMINISTRATORS

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

DP(LOCAL): PERSONNEL POSITIONS

EB(LOCAL): SCHOOL YEAR

EC(LOCAL): SCHOOL DAY

EEB(LOCAL): INSTRUCTIONAL ARRANGEMENTS - CLASS SIZE

EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

EF(LOCAL): INSTRUCTIONAL RESOURCES

EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING

EHBB(LOCAL): SPECIAL PROGRAMS - GIFTED AND TALENTED STUDENTS

EHBC(LOCAL): SPECIAL PROGRAMS - COMPENSATORY/ACCELERATED SERVICES

EHBD(LOCAL): SPECIAL PROGRAMS - FEDERAL TITLE I

EHBE(LOCAL): SPECIAL PROGRAMS - BILINGUAL EDUCATION/ESL

EHDB(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

EHDC(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EHDD(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - COLLEGE COURSE WORK/DUAL CREDIT

EHDE(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - DISTANCE LEARNING

EI(LOCAL): ACADEMIC ACHIEVEMENT

EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS

EIC(LOCAL): ACADEMIC ACHIEVEMENT - CLASS RANKING

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION

EL(LOCAL): CAMPUS CHARTERS

EMB(LOCAL): MISCELLANEOUS INSTRUCTIONAL POLICIES - TEACHING ABOUT CONTROVERSIAL ISSUES

EMI(LOCAL): MISCELLANEOUS INSTRUCTIONAL POLICIES - STUDY OF RELIGION

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY

FD(LOCAL): ADMISSIONS

FDA(LOCAL): ADMISSIONS - INTERDISTRICT TRANSFERS

FDB(LOCAL): ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDC(LOCAL): ADMISSIONS - HOMELESS STUDENTS

FDE(LOCAL): ADMISSIONS - SCHOOL SAFETY TRANSFERS

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

FFA(LOCAL): STUDENT WELFARE - WELLNESS AND HEALTH SERVICES

FFAA(LOCAL): WELLNESS AND HEALTH SERVICES - PHYSICAL EXAMINATIONS

FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT

FFAF(LOCAL): WELLNESS AND HEALTH SERVICES - CARE PLANS

FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING

FJ(LOCAL): STUDENT FUNDRAISING

FL(LOCAL): STUDENT RECORDS

FM(LOCAL): STUDENT ACTIVITIES

FMA(LOCAL): STUDENT ACTIVITIES - SCHOOL-SPONSORED PUBLICATIONS

FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION

FMH(LOCAL): STUDENT ACTIVITIES - COMMENCEMENT

FN(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

FNA(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT EXPRESSION

FNA(LOCAL): STUDENT EXPRESSION - DISTRIBUTION OF NONSCHOOL LITERATURE

FNA(LOCAL): STUDENT EXPRESSION - USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNCA(LOCAL): STUDENT CONDUCT - DRESS CODE

FNCE(LOCAL): STUDENT CONDUCT - PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

FNE(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - PREGNANT STUDENTS

FN(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - INTERROGATIONS AND SEARCHES

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

FO(LOCAL): STUDENT DISCIPLINE

FP(LOCAL): STUDENT FEES, FINES, AND CHARGES

GBAA(LOCAL): INFORMATION ACCESS - REQUESTS FOR INFORMATION

GBBA(LOCAL): SCHOOL COMMUNICATIONS PROGRAM - NEWS MEDIA RELATIONS

GE(LOCAL): RELATIONS WITH PARENT ORGANIZATIONS

GF(LOCAL): PUBLIC COMPLAINTS

GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUNDRAISING

GKC(LOCAL): COMMUNITY RELATIONS - VISITORS

GKD(LOCAL): COMMUNITY RELATIONS - NONSCHOOL USE OF SCHOOL FACILITIES

GKDA(LOCAL): NONSCHOOL USE OF SCHOOL FACILITIES - DISTRIBUTION OF NONSCHOOL LITERATURE

GKE(LOCAL): COMMUNITY RELATIONS - BUSINESS , CIVIC, AND YOUTH GROUPS

GRA(LOCAL): RELATIONS WITH GOVERNMENTAL ENTITIES - STATE AND LOCAL GOVERNMENTAL AUTHORITIES

(LOCAL) Policy Action List

LAKE TRAVIS ISD (227913) - LDU 2018.03

Deletion:

DA(LOCAL): EMPLOYMENT OBJECTIVES

DHA(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - GIFTS AND SOLICITATIONS

EED(LOCAL): INSTRUCTIONAL ARRANGEMENTS - STUDENT SCHEDULES

EHAC(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION

(SECONDARY)

EHAD(LOCAL): BASIC INSTRUCTIONAL PROGRAM - ELECTIVE INSTRUCTION

EHBA(LOCAL): SPECIAL PROGRAMS - SPECIAL EDUCATION

EHBI(LOCAL): SPECIAL PROGRAMS - ADULT AND COMMUNITY EDUCATION

EKB(LOCAL): TESTING PROGRAMS - STATE ASSESSMENT

FC(LOCAL): SCHOOL ATTENDANCE AREAS

FED(LOCAL): ATTENDANCE - ATTENDANCE ENFORCEMENT

FMG(LOCAL): STUDENT ACTIVITIES - TRAVEL

FNCF(LOCAL): STUDENT CONDUCT - ALCOHOL AND DRUG USE

GR(LOCAL): RELATIONS WITH GOVERNMENTAL ENTITIES



Lake Travis I.S.D.

POLICY REVIEW SESSION — October 3 and 4, 2017
SUMMARY OF RECOMMENDATIONS

Date sent to district: October 18, 2017; Revised October 26, 2017

Consultant: Tammy Jordan

I have prepared this summary to detail the recommendations for changes that were discussed by the staff and/or the board during the recent review of the district's localized policy manual. Copies of all proposed changes are enclosed.

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate blanks in the DISTRICT'S RESPONSE column, attaching any relevant material, and returning this document—I will make the appropriate changes to our files. Then I will order a complete reprint of the district's manual. This will ensure that our records and the district's hard-copy manuals are in agreement. The board will then adopt all (LOCAL) policies in the newly reprinted manual and stamp them all with that new adoption date, retaining the (LOCAL) policies from the old hard-copy manual, with their previous adoption dates, in an historical file.

How many complete manuals should be printed? 1 ✓ blue

In addition, the district wishes to wait for formal board adoption of the revised manual before it is placed online.

As always, please call me at (800) 580-7529 if you have any questions.

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
AE(LOCAL)	The enclosed revision is recommended to replace the district's 2009 mission statement with your current mission statement in order to provide a foundation for all other policy decisions.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
AF(LOCAL)	The enclosed revisions are recommended due to accessibility requirements reflecting that the district is a district of innovation.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BBB(LOCAL)	The enclosed revisions are recommended to bring the years mentioned up to date for districts that hold elections by place.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BBC(LOCAL)	The enclosed policy is recommended for deletion because your 1997 locally developed text regarding entering into contracts with board members needs to align with current law.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BBD(LOCAL)	The enclosed revisions are recommended regarding the public information coordinator because the superintendent can delegate this duty.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BBG(LOCAL)	The enclosed revision is recommended by the district administration to replace your 1993 locally developed text regarding travel expenses by board members with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BDAA(LOCAL)	The enclosed revision is recommended by the district administration to replace your 2006 locally developed text regarding the secretary's duties with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

 Policy Review Session
 Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BDB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding internal committees with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BE(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding board meetings with TASB-recommended language, which reflects the day and time of the board's meeting each month.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BED(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2006 locally developed text regarding public participation at board meetings with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BF(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding board adoption and amendment of policies with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BQA(LOCAL)	<p>The enclosed proposed policy is recommended to reflect practices regarding the composition and responsibilities of the advisory committee for education (ACE). Due to the extensive number of editorial revisions, I have provided a clean copy in lieu of a redlined copy of the proposed policy. A few highlights of the policy include:</p> <ul style="list-style-type: none"> • The superintendent will serve as the board's designee and shall regularly consult with the committee. • At least two meetings will be held each year and will be set up by the chairperson. • As required by law, at least two-thirds of the district professionals on the committee must be classroom teachers and the other representatives must be nonteaching district professional staff. • At least two parents, two community members, and two business representatives will serve on the committee. • Representatives will be elected or selected to serve staggered two-year terms and will be limited to three consecutive terms on the committee. 	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BQB(LOCAL)	<p>The enclosed proposed policy is recommended to reflect practices regarding the composition and responsibilities of each campus advisory team. Due to the extensive number of editorial revisions, I have provided a clean copy in lieu of a redlined copy of the proposed policy. A few highlights of the policy include:</p> <ul style="list-style-type: none"> • As required by law, at least two-thirds of the campus professionals on the committee must be classroom teachers and the other remaining professionals must be nonteaching campus and district professional staff. • At least two parents, two community members, and two business representatives shall serve on the committee. • Representatives will be elected or selected to serve staggered two-year terms and will be limited to three consecutive terms on the committee. 	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
CCG(LOCAL)	<p>The enclosed revisions are recommended by the district administration to delete your 2009 locally developed text regarding the homestead exemption with only TASB-recommended language.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
CE(LOCAL)	<p>The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding the discussion of the proposed budget at the annual public meeting with TASB-recommended language.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
CFB(LOCAL)	As required by state/federal accounting rules and regulations, the enclosed policy is recommended for inclusion in your manual.	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
CKB(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2003 locally developed text regarding personal protective equipment with only TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
CNB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding non-school use of district vehicles with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
CA(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2009 locally developed text regarding how members of the public will access district technology resources and how the district will enforce filtering of technology equipment with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DA(LOCAL)	The enclosed policy is recommended for deletion because your 1992 locally developed text regarding recruiting and retaining does not need to be in district policy. This information would be better addressed in administrative regulations.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DBB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2015 locally developed text regarding communicable diseases with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DBD(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2015 locally developed text regarding private tutoring with TASB-recommended language. The details regarding private tutoring would be better addressed in administrative regulations.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DC(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2007 locally developed text regarding employment eligibility for the superintendent's spouse and information regarding a bus driver's applications.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DCB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2015 locally developed text regarding length of term contracts with TASB-recommended language. The length of term contracts would be better addressed in administrative regulations.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DEAB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2005 and 2010 locally developed text regarding wage and hour laws with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DFBB(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2004 locally developed text regarding reasons for nonrenewal with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DFD(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 1998 locally developed text regarding minutes for oral argument with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DFE(LOCAL)	The enclosed revisions are recommended to reflect the board's desire, communicated at the policy review on October 3, 2017, to see a draft of a policy delegating the deputy superintendent and the assistant superintendent of human resources services the authority to accept resignations during the school year if the superintendent is not available to accept them. The superintendent is not allowed to sub-delegate this authority.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DGA(LOCAL)	The enclosed revision is recommended so that employee professional organizations do not have to go through the requirements of GKD(LOCAL) to have a meeting. TASB recommended this text for this policy in 2004.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DHA(LOCAL)	The enclosed policy is recommended for deletion because your 1995 locally developed text regarding fund solicitation by district employees does not need to be in district policy. This information would be better addressed in administrative regulations.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DIA(LOCAL)	The enclosed revisions are recommended by the district administration to replace your 2008 locally developed text regarding employee freedom from discrimination, harassment, and retaliation with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DMD(LOCAL)	Several years ago we inadvertently omitted the enclosed policy from your policy manual. It is recommended for inclusion in your manual to clarify that the responsibility for justifying a direct benefit to the school for an employee's attendance at a meeting of a professional organization rests with the employee who is requesting release time with pay to attend such a meeting.	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DN(LOCAL)	The enclosed revision is recommended by the district administration to delete your 2007 locally developed text regarding the annual evaluation plan with only TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DP(LOCAL)	The enclosed revision is recommended because the district does not require an applicant for a principal's position to have more instructional experience than is required for principal certification.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EED(LOCAL)	The enclosed policy is recommended for deletion because your 1998 locally developed text regarding a student's schedule and high school office aides does not need to be in district policy. This information would be better addressed in administrative regulations.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHAC(LOCAL)	The enclosed policy is recommended for deletion because your 1998 locally developed text regarding private or commercially sponsored physical activity programs is addressed in EIF(LEGAL) and EIF(LOCAL).	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
EHAD(LOCAL)	The enclosed policy is recommended for deletion because your 2001 locally developed text regarding prohibition of firearms on campus for instructional purposes could contradict with GKA.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHA(LOCAL)	The enclosed policy is recommended for deletion because homebound education is discussed at EEH(LOCAL). Your 1999 locally developed text regarding homebound students would be better addressed in administrative regulations, which EEH(LOCAL) mentions.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHB(LOCAL)	The enclosed revision is recommended to reflect how the district handles the selection committee for the gifted and talented program.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHB(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2008 locally developed text regarding parent involvement in regards to Title I with TASB-recommended language. The district will follow federal rules and address district information in administrative regulations.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHB(LOCAL)	The enclosed policy is recommended for deletion because your 1993 locally developed text regarding adult and community education is no longer applicable in the district, and information regarding adult and community education is addressed in EHB(LEGAL).	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
EHDC(LLOCAL)	The enclosed revisions are recommended by the district administration to delete your 2008 locally developed text regarding credit by examination without prior instruction regarding the process for determining kindergarten placement with TASB-recommended language. The process for determining kindergarten placement would be better addressed in administrative regulations.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EHDE(LLOCAL)	The enclosed revisions are recommended by the district administration to delete your 2016 locally developed text regarding correspondence courses with only TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EI(LLOCAL)	The enclosed revision is recommended to reflect that the district grants credit for a single semester of a two-semester course under certain circumstances.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EIC(LLOCAL)	The enclosed nonsubstantive revisions are recommended to update the class ranking policy.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EKB(LLOCAL)	The enclosed policy is recommended for deletion because your 1995 locally developed text regarding tests other than state assessments is not needed in district policy, and the information included in this policy, is no longer district practice.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FC(LLOCAL)	The enclosed policy is recommended for deletion because your 1995 locally developed text regarding school attendance zones is not needed in district policy, and the information included in this policy is no longer district practice.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FD(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2005 and 2007 locally developed text regarding determination of residence and reporting requirements of the superintendent to the board regarding determinations of residence because it is no longer district practice.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FDE(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2009 locally developed text regarding school assignments of school safety transfer students with only TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FEA(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2010 locally developed text regarding the location of where higher education visits is discussed in district publications with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FEC(LOCAL)	The enclosed revisions are recommended by the administration to delete your 2009 locally developed text regarding how credit or a final grade is given to a student when attendance by the student in any class drops below 90 percent of the days the class is offered with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FED(LOCAL)	The enclosed policy is recommended for deletion because your 2002 locally developed text regarding who will perform attendance officer duties is not needed in district policy, and the information included in this policy is no longer district practice.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FFAC(LOCAL)	The enclosed revisions are recommended to reflect that the district has a licensed athletic trainer on staff, and the district may purchase nonprescription medication for the licensed athletic trainer to use to prevent or treat illness or injury for the athletic program. The district administration recommended deletion of the 1997 locally developed text regarding refusal of a nurse to administer medication.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FFG(EXHIBIT)	The enclosed revisions are necessary to update the contact information for the person who addresses district policies regarding child abuse or neglect. In addition, revisions are necessary to update the phone number of the law enforcement agency.	REVISE per enclosed exhibit No board action required	N/A
FM(LOCAL)	The enclosed revisions are recommended because the district does not limit absences for UIL activities and absences for other extracurricular activities.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FMF(LOCAL)	The enclosed revisions are recommended by the administration to delete your 1998 locally developed text regarding redundant text about UIL/TEA rules and attendance requirements if a student is absent to participate in that day's event or competition with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FMG(LOCAL)	The enclosed policy is recommended for deletion because your 2015 locally developed text regarding student travel would be better addressed in administrative regulations.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FMH(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 2002 locally developed text regarding foreign exchange students with TASB-recommended language. At EIF(LEGAL), in Section V, graduation requirements for foreign exchange students are discussed.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FNAB(EXHIBIT)	The enclosed exhibit is recommended for deletion because your 2004 locally developed form regarding noncurriculum-related student clubs sponsor compliance is no longer district practice and would be better housed in administrative regulations.	DELETE enclosed exhibit No board action required.	N/A
FNCA(LOCAL)	The enclosed revisions are recommended by the district administration to delete your 1999 locally developed text regarding dress code with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FNCF(LOCAL)	The enclosed policy is recommended for deletion because your 2005 locally developed text regarding alcohol and drug use was recommended for deletion at Update 73 because this information is addressed in the Student Code of Conduct.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
GE(EXHIBIT)	The enclosed exhibit reflecting your 1998 locally developed form regarding approval for a parent/student organization activity was recommended for deletion because exhibits are better housed at the district level.	DELETE enclosed exhibit No board action required.	N/A

Date sent to district: October 18, 2017; October 26, 2017

Policy Review Session
Summary of Recommendations

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
GE(LOCAL)	The enclosed revisions are recommended by the administration to delete your 2017 locally developed text regarding parent organizations with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
GKDA(LOCAL)	The enclosed revisions are recommended by the administration to reflect the position that will handle prior review approval or denial and will designate times, locations, and means by which nonschool literature will be distributed.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
GR(LOCAL)	The enclosed policy is recommended for deletion because your 2009 locally developed text regarding alcohol sales and the procedure for selling alcohol needs to follow current law.	DELETE enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
GRA(LOCAL)	The enclosed revisions are recommended by the administration to delete your 2009 locally developed text regarding state and local governmental authorities with TASB-recommended language.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

Date sent to district: October 18, 2017; October 26, 2017

 Policy Review Session
 Summary of Recommendations

PROPOSED REVISIONS

MISSION, GOALS, AND OBJECTIVES

~~The District's mission statement, goals, and objectives shall be reviewed and adopted annually. Copies will be available at the Superintendent or designee's office upon request.~~

~~The District recognizes the need to have in place a planning cycle including its District improvement plan and its budget. During that cycle, the District improvement plan shall be updated annually and will be utilized during the budget process to help establish priorities for the administration and the Board to follow.~~

MISSION STATEMENT

The mission of the Lake Travis Independent School District is to educate all students by teaching a comprehensive curriculum which emphasizes scholastic excellence. The District will serve as a model of educational excellence by making use of the combined skills of students, teachers, support staff, involved parents and citizens through the efficient use of resources. Our graduates will have lifelong problem-solving skills. They will understand that responsibilities accompany the privileges of citizenship and will have the foundation to be successful in their chosen endeavors.

PROPOSED REVISIONS

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

~~The District's innovation plan can be found at <https://www.ltidschools.org/domain/862>.~~

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).¹

¹ Innovation Plan: <https://www.ltidschools.org/domain/862>

PROPOSED REVISIONS

~~SCHEDULE OF ELECTIONS~~

~~Trustees shall be elected for three-year terms with elections conducted annually, as indicated below:~~

~~PLACES 1 AND 2~~

~~The current term expires in 2012. Subsequent elections shall take place in 2015 and 2018, and at three-year intervals thereafter.~~

~~PLACES 3, 4, AND 5~~

~~The current term expires in 2013. Subsequent elections shall take place in 2016 and 2019, and at three-year intervals thereafter.~~

~~PLACES 6 AND 7~~

~~The current term expires in 2011. Subsequent elections shall take place in 2014 and 2017, and at three-year intervals thereafter.~~

ELECTIONS AND TERMS

Board members shall be elected by place for three-year terms with the elections conducted annually, as follows:

PLACES

The election for places 1 and 2 shall be held in 2018, 2021, 2024, and in three-year intervals thereafter.

PLACES

The election for places 3, 4, and 5 shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.

PLACES

The election for places 6 and 7 shall be held in 2020, 2023, 2026, and in three-year intervals thereafter.

DELETE POLICY

For purposes of Education Code 11.063, the District shall not enter into any kind of contract or agreement with a former Trustee, the Trustee's agents or employees, nor with any employer of a former Trustee who would assign said person to perform a service for the District, until the first anniversary of the date the Trustee's membership on the Board ends. Under this policy, contract or agreement shall include, but shall not be limited to, employment, a contract or agreement for services or materials, or any type of vendor relationship.

PROPOSED REVISIONS

PUBLIC INFORMATION
COORDINATOR

The ~~director of communications, media, and community relations~~
Superintendent shall fulfill the responsibilities of the public infor-
mation coordinator and shall receive, on behalf of Board members,
the training specified by Government Code 552.012. [See GBAA]

PROPOSED REVISIONS

EXPENSE REIMBURSEMENT	An amount for Board member travel expenses shall be approved in the budget each year.
	A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
TRAVEL EXPENSES	Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods: <ol style="list-style-type: none"><li data-bbox="560 751 1443 890">1. Reimbursement not to exceed the allowable rates for use of a personal car or the actual cost of the lowest available fare for commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.<li data-bbox="560 911 1443 1050">2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
	Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
DOCUMENTATION REQUIRED	For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

PROPOSED REVISIONS

BOARD OFFICERS	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
PRESIDENT	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
VICE PRESIDENT	The Vice President of the Board shall: <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Become President only upon being elected to the position.
SECRETARY	The Secretary of the Board shall: <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.3. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of both the President and the Vice President. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.3.4. Sign or countersign documents as directed by action of the Board.

PROPOSED REVISIONS

**Committee of the
Whole**

~~The Board shall have no standing committees except for the Committee of the Whole.~~

Special Committees

The ~~Superintendent, with the approval of the Board, may~~**President shall** appoint **members to** special committees ~~as necessary~~**created by the Board** to fulfill specific assignments, **unless otherwise provided by Board action**. These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the ~~Superintendent or Board, as designated in the "charge" to the committee at its inception~~**Board** and shall be dissolved upon completion of the assigned task or vote of the Board.

The ~~presiding officer~~**President** of the Board ~~or designee~~ 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 by the ~~Superintendent or Board as designated in the "scope" and "charge" as prescribed for the committee at its inception.~~ To be binding, all such business must be reported to the Board **at the next regular or special meeting** for approval and entry into the minutes **as a public record**.

PROPOSED REVISIONS

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

~~Board meetings shall be held at the time and place designated by the Board.~~

Regular meetings of the Board shall normally be held on the third Tuesday of each month at 6:00 pm. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The ~~time and place of~~ Board President shall call special ~~and~~ meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency ~~meetings shall be~~ meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as ~~set out in the notice for~~ defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda ~~shall be no less than ten calendar days in advance of the meeting, unless the presiding officer of the Board provides special approval of a later submission~~ is the twelfth calendar day before regular meetings and the fourth calendar day before special meetings.

Preparation

~~The~~ In consultation with the Board President, the Superintendent shall prepare the ~~draft~~ agenda ~~from~~ for all ~~items submitted in writing by members of the Board to the Superintendent's office, or items requested at previous~~ Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member. ~~An item shall be considered to have been timely requested if submitted by the agenda planning date of the Superintendent and Board President.~~

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the

BOARD MEETINGS

BE
(LOCAL)

agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting, ~~or as directed by the presiding officer of the Board.~~ **At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.**

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded. **upon that member's request.** [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

**Discussions and
Limitation**

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Superintendent

~~The Superintendent shall attend all meetings of the Board, both open and closed, except when the Board is considering the Superintendent's contract, evaluation, or performance, or is resolving conflicts between individual Board members, or is acting as a tribunal. In the event of the Superintendent's illness or Board-approved absence, the Superintendent's designee shall attend such meetings.~~

Board Workshops

~~The Board shall conduct Board workshops on a regular basis. The workshop format is intended to allow the administration to present information to the Board that is:~~

- ~~1. Time and/or discussion intensive;~~
 - ~~2. Required by law, rule, or policy; and~~
- ~~Necessary for the efficient and effective operation of the District.~~

PROPOSED REVISIONS

Limit on Participation

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

At regular meetings the Board shall allot ~~a total of~~ 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall ~~complete a public comment registration form, which includes a statement about the topic on which the person wishes to speak, and submit it to the presiding officer or designee prior to the conclusion of the Superintendent's report or as otherwise directed by the presiding officer~~ **sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.**

~~Prior to beginning his or her comments, any person addressing the Board shall state:~~

- ~~• His or her name;~~
- ~~• Whether or not he or she is a resident of the District;~~
- ~~• The identification of any group or individual he or she represents; and~~
- ~~• The topic to which he or she is speaking.~~

~~The District may, at its discretion, make video, audio, or still photo recordings of such presentations. No presentation shall exceed three minutes, unless the presiding officer approves a longer presentation.~~ Delegations of **more than** five ~~or more~~ persons shall appoint one person to present their views before the Board.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or ~~make any decision~~ **decide** regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. ~~If, after at least one warning from the presiding officer,~~ **if, after at least one warning from the presiding officer,** any person ~~disrupts~~ **continues to disrupt** the meeting by his or her words or actions, the presiding officer, ~~or the Superintendent or designee~~ may request assistance from law enforcement officials to have the person removed from the meeting ~~and from the premises where the meeting is being held.~~

PROPOSED REVISIONS

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent. ~~Because the Superintendent is charged with recommending policies and policy amendments to the Board initially, school personnel and community citizens shall work with the administration regarding policies and policy amendments.~~

Official Policy Manual

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

Adoption and Amendment

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that **Board**

members have had advance written notice of the proposed ~~adoption or amendment~~**change and that it** has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

PROPOSED POLICY

ADVISORY COMMITTEE FOR EDUCATION (ACE)	<p>In compliance with law, the District shall establish an advisory committee for education to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.</p> <p>The committee shall approve District-wide staff development. [See DMA]</p>
BOARD'S DESIGNEE	<p>The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.</p>
MEETINGS	<p>The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.</p>
COMMUNICATIONS	<p>The Superintendent shall ensure that the advisory committee for education establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.</p>
COMPOSITION	<p>The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</p>
SELECTED REPRESENTATIVES	<p>Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.</p>
PARENTS	<p>The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.</p>
COMMUNITY MEMBERS	<p>The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
PROFESSIONAL STAFF ELECTIONS	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by all professional staff.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.</p> <p>At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
TERMS	All representatives shall serve staggered two-year terms and shall be limited to three consecutive terms on the committee.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

PROPOSED POLICY

CAMPUS ADVISORY TEAM	<p>In compliance with law, each campus shall establish a campus advisory team to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.</p> <p>Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].</p>
MEETINGS	<p>The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.</p>
COMMUNICATIONS	<p>Each principal or designee shall ensure that the campus advisory team establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.</p>
COMPOSITION	<p>The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</p>
SELECTED REPRESENTATIVES	<p>Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.</p>
PARENTS	<p>The committee shall include at least two parents of students currently enrolled in the District. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers.</p>
COMMUNITY MEMBERS	<p>The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
PROFESSIONAL STAFF ELECTIONS	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
TERMS	All representatives shall serve staggered two-year terms and shall be limited to three consecutive terms on the committee.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

PROPOSED REVISIONS

NO DISCOUNTS OR
SPLIT PAYMENTS

Discount or split payment options shall not be provided for the payment of property taxes in the District.

~~HOMESTEAD
EXEMPTION~~

~~A property owner, who has designated the property as his or her homestead with the Travis County Central Appraisal District, shall be entitled to exemption from taxation of 20 percent of the appraised value of his or her residence homestead.~~

PROPOSED REVISIONS

- Fiscal Year** The District shall operate on a fiscal year beginning September 1 and ending August 31.
- Budget Planning** Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.
- Budget Meeting** The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:
1. ~~The presiding officer of~~ The Board **President** shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.
 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
 - ~~3. District staff may provide a brief overview of the proposed budget.~~
 - ~~4.~~**3.** Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.
 - ~~5.~~**4.** No officer or employee of the District shall be required to respond to questions from speakers at the meeting.
- Authorized Expenditures** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

ADD POLICY

CAPITALIZATION
THRESHOLD

The capitalization threshold for purposes of classifying capital assets shall be \$5,000.

PROPOSED REVISIONS

EYE- AND FACE-
PROTECTIVE DEVICES

In accordance with Texas Department of State Health Services (TDSHS) guidelines, eye- and face-protective devices meeting TDSHS standards shall be worn by every teacher, student, and visitor participating in activities or programs identified in CKB(LEGAL).

~~PERSONAL
PROTECTIVE
EQUIPMENT~~

~~Personal protective equipment (PPE) shall be worn according to the requirements of departments as noted in material safety data sheets (MSDS) required by manufacturers or according to the safety equipment needs prescribed by the department head. PPE shall include, but not be limited to, eye-protective devices, protective footwear, hearing protection, respiratory protection, hand protection, lumbar support belts, and any other requirements. [See DH(LOCAL)]~~

PROPOSED REVISIONS

No Nonschool Use

~~District vehicles shall be only used for District-related activities and field trips, except as necessary in emergency situations and in other situations involving governmental entities located within the District's boundaries, as determined appropriate by the District and based on neutral criteria.~~

The District shall not permit use of District vehicles for nonschool purposes.

Emergency Use Exception

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.

School-Related Use

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes.

[See GKD regarding nonschool use of school facilities]

~~District vehicles may be used for transportation of students outside District boundaries when there are sufficient economic or other grounds for doing so.~~

Student Operation

~~Students shall not be allowed to operate school-owned motorized vehicles of any kind, including golf carts.~~

PROPOSED REVISIONS

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

Availability of Access

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Access to the District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Use by Members of the Public

Access to the District’s technology resources, including the Internet, shall be made available to members of the public, in accordance with ~~District policies,~~ administrative regulations ~~and rules.~~
Such use shall be permitted so long as the use:

1. **Imposes no tangible cost on the District; and**
2. **Does not unduly burden the District’s technology resources.**

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Internet Safety

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

Filtering

Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, ~~the District~~ **an administrator, supervisor, or other authorized person** may ~~enable selected sites as needed~~ **disable the filtering device** for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

**Security Breach
Notification**

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.
4. Publication through broadcast media.

DELETE POLICY

The District shall have in place a recruiting/retaining/professional development plan that will be reviewed annually. Changes in the plan may be required due to budget, particular educational needs, or other factors.

RECRUITING

The plan will address such issues as recruiting packets, benefits, advancement potential within the District, expectations and philosophies of the District. It will also include the proactive methods of locating and recruiting desired personnel, including recruiting trips, advertisement, mailings and other necessary tools.

RETAINING

The District shall develop a plan that encourages personnel to stay with the District and shall solicit input from employees to understand needs and concerns.

PROPOSED REVISIONS

Examinations During Employment

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

Placement on Temporary Disability

At Employee's Request

The Superintendent or designee shall have authority to place an eligible employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

By Board Authority

Based on the Superintendent's recommendation that an eligible employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

Board determines, in consultation with the physician who performed the medical examination, that the employee's condition interferes with the performance of regular duties. [For employees who are eligible for temporary disability leave, see DEC(LOCAL)]

In accordance with DGBA, an employee may file a complaint disputing placement on temporary disability leave. As part of the complaint process, the employee may present testimony or other relevant information to the Board regarding the employee's fitness to perform regular duties.

**Communicable
Diseases**

Other Requirements

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. **Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]**

PROPOSED REVISIONS

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

Disclosure—General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial Management Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

~~Employees shall not privately tutor their own students for pay unless as otherwise approved by the Superintendent or designee.~~ An employee shall disclose in writing to his or her immediate supervisor any private tutoring ~~for pay~~ of **District** students ~~other than that employee's students.~~ **for pay.**

PROPOSED REVISIONS

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.
Employment Eligibility	The spouse of the Superintendent shall not be eligible for consideration for employment in any position with the District.
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. Information on applications for bus drivers shall be verified before hiring. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Board delegates to the Superintendent final authority to employ contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]
Employment of Noncontractual Personnel	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
Employment Assistance Prohibited	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 relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

PROPOSED REVISIONS

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to any employees in positions required by law to receive such contracts, including:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors; and
2. Full-time nurses.

~~Term contracts under this policy shall not be longer than two years.~~ **Employees in positions for which the District requires current SBEC certification shall also receive term contracts.**

PROPOSED REVISIONS

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention ~~and attempt to resolve the matter informally. If the matter is not resolved to the employee’s satisfaction, the employee may file a grievance using~~, **through** the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall ~~seek and obtain~~**have** the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

Compensatory Time

~~Overtime compensation for auxiliary~~**At the District’s option, non-exempt** employees ~~shall generally be paid as compensation, except for extenuating circumstances in which it is agreed by the supervisor and employee that the employee shall earn~~**may receive** compensatory time off ~~instead.~~

All, rather than overtime ~~compensation~~**pay**, for ~~paraprofessional employees~~**overtime work. The employee** shall be **informed in advance if overtime hours will accrue** compensatory time ~~off, except for extenuating circumstances in which there is pre-approval of paid overtime by the Superintendent or designee~~**rather than pay.**

COMPENSATION PLAN
WAGE AND HOUR LAWS

DEAB
(LOCAL)

<i>Accrual</i>	Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 [S max comp time] hours. If an employee has a balance of more than 60 [S max comp time] hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.
<i>Use</i>	<p>An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.</p> <p>Compensatory time shallmay be used as determined byat either the employee's supervisor to avoid undue disruption toor the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations.</p> <p>Exceptions indicated above shall be in writing and signed by the appropriate administrative staff. of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.</p>

PROPOSED REVISIONS

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
- ~~11. Administrative reorganization that necessitates consolidation and/or reassignment of duties and responsibilities thereby causing a reduction in administrative staffing.~~
- ~~12.~~**11.** The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
- ~~13.~~**12.** 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.
- ~~14.~~**13.** The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.

- ~~15-14~~. Failure to meet the District's standards of professional conduct.
- ~~16-15~~. Failure to report 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]
- ~~17-16~~. 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]
- ~~18-17~~. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
- ~~19-18~~. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
- ~~20-19~~. 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 employee's effectiveness in the District.
- ~~21-20~~. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
- ~~22-21~~. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- ~~23-22~~. A significant lack of student progress attributable to the educator.
- ~~24-23~~. Behavior that presents a danger of physical harm to a student or to other individuals.
- ~~25-24~~. 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.
- ~~26-25~~. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
- ~~27-26~~. Falsification of records or other documents related to the District's activities.

- ~~28-27~~. Falsification or omission of required information on an employment application.
- ~~29-28~~. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.
- ~~30-29~~. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
- ~~31-30~~. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
- ~~32-31~~. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
- ~~33-32~~. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
- ~~34-33~~. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
- ~~35-34~~. Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see HEARING BY THE BOARD, below] or an attorney designated by the Board [see HEARING BY AN ATTORNEY DESIGNATED BY THE BOARD, below].

In either case, 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 employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. 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.

Hearing Procedures

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 administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.

4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee'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 evidence 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 employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee 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.

**Hearing by an
Attorney Designated
by
The Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. 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 control of the attorney designated by the Board and shall generally follow the steps listed at HEARING BY THE BOARD.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board

shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

No Hearing

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

PROPOSED REVISIONS

**Time Limits for Oral
Argument**

The Board shall consider the hearing examiner's record and recommendation at the first Board meeting for which notice can be posted in compliance with the open meetings laws.

The Board shall allow ~~20~~ten minutes per party for oral argument. Administration shall be offered the opportunity to present argument first and may use a portion of the designated time for rebuttal after the other party has presented argument.

The Board reserves the right to grant additional time in equal amount to both parties, depending on the complexity of the issues and solely at the Board's discretion.

PROPOSED REVISIONS

General Requirements

All resignations shall be submitted in writing to the Superintendent or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A pre-paid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

Contract Employees

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt.

~~The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent or other Board designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.~~

The Superintendent shall be authorized to accept a contract employee's resignation submitted or effective at any other time. In the event of the Superintendent's absence, the deputy superintendent or assistant superintendent of human resources services shall be authorized to accept the resignation of a contract employee. The Superintendent, deputy superintendent, or assistant superintendent of human resources services shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Superintendent.

PROPOSED REVISIONS

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

Use of District Facilities

Organizations representing professional, paraprofessional, or support employees may use District facilities with prior approval of the appropriate administrator. Other groups composed of District employees may use District facilities in accordance with policy GKD.

DELETE POLICY

SOLICITATIONS OF
DISTRICT EMPLOYEES

The District shall not solicit funds from or attempt to sell goods or services to employees. Participation by employees of the District in charity or fund-raising campaigns shall be on a voluntary basis.

SOLICITATIONS BY
DISTRICT EMPLOYEES

District employees shall not solicit or sell any goods or services, nor conduct any fund-raising campaigns, on school property except as may be approved by the principal and the Superintendent. Upon receiving approval, the employee may make information available in a designated area, but shall not otherwise actively solicit from individual employees or groups of employees.

All fund-raising campaigns conducted by District employees in the community or away from school premises to obtain funds and/or donated goods and services for the school, student body, faculty, class, clubs, or other organizations, must have prior approval by the Superintendent. Such fund-raising activities shall not infringe upon instructional time.

PROPOSED REVISIONS

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Definitions	Solely for purposes of this policy, the term “employees” includes former employees, applicants for employment, and unpaid interns.
Statement of Nondiscrimination	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.
Discrimination	Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.
Harassment	<p>Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none">1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;2. Creates an intimidating, threatening, hostile, or offensive work environment; or3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.
Examples	Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.
Sexual Harassment	Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples

~~When based on the fact that the employee made a claim alleging discrimination or harassment or makes a report or participates in an investigation regarding discrimination or harassment,~~ Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. **Retaliation may also include** threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Definition of District Officials	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinators coordinator . [See DIA(EXHIBIT)]
ADA / Section 504 Coordinator	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinators coordinator . [See DIA(EXHIBIT)]
Superintendent	The Superintendent or designee shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.
Alternative Reporting Procedures	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>An employee A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
Notice of Report	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
Investigation of the Report	<p>The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p>

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, ~~and as permitted by law~~, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

ADD POLICY

MEETINGS,
CONFERENCES, AND
WORKSHOPS

Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMC]

When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.

The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.

RELEASE TIME

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

PROPOSED REVISIONS

Evaluation Plan	The District recognizes the need for a meaningful annual evaluation of all staff. The Superintendent or appropriate director shall develop a plan that includes evaluation methods, instruments, training for evaluations, and timing.
General Principles	All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below.
Criteria	The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.
Performance Review	Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually, except as otherwise provided by policy, to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. [See also DNA and DNB]
Documentation and Records	Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance.
Employee Copy	All employees shall receive a copy of their annual written evaluation.
Complaints	Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

PROPOSED REVISIONS

PRINCIPAL
QUALIFICATIONS

In addition to the minimal certification requirement, the 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 budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
- ~~6. Three years' experience as a classroom teacher;~~
- ~~7.6.~~ Prior experience in instructional leadership roles; and
- ~~8.7.~~ Other qualifications deemed necessary by the Board.

DELETE POLICY

FULL SCHEDULE

Students in grades 9–12 must be enrolled in a minimum of three periods daily for the entire school year. Off periods between classes shall not be allowed. A waiver may be requested from the Superintendent or designee. Approval shall be on a case-by-case basis.

Students may drop courses or change their schedules in accordance with administrative regulations. The principal shall inform students of deadlines and requirements for dropping courses or changing schedules.

HIGH SCHOOL OFFICE AIDES

Only students classified as seniors will be permitted to serve as office aides at the District high school.

Local credit and a grade shall be given for the office aide period; however, the grade shall not be counted as part of the student's GPA. Students may have only one office aide period per term, and students shall not be given a choice with regard to assignment. The counseling office will assign office aides first to the administration and to the counseling department. Other office aide assignments will be made once the office aide applicants have received written approval from a sponsoring District high school faculty member. A faculty member shall have only one student aide each term.

If a student cannot obtain approval from a sponsoring faculty member within the first five days of the term or if all student office aide slots have been filled, the student requesting an office aide position shall be required to take another class.

DELETE POLICY

PRIVATE OR
COMMERCIALY
SPONSORED
PHYSICAL ACTIVITY
PROGRAMS

Private or commercially sponsored physical activity programs that provide training exceeding that required in District programs and that are designed to develop Olympic-level capabilities may be substituted for physical education credit when approved by TEA. Normally, approval may be requested for programs that provide activities such as gymnastics, swimming, diving, and figure skating. However, if District officials identify students with Olympic potential in other Olympic events, they may request approval of programs to serve them. The following shall apply:

1. The assistant superintendent for academic services shall submit completed application forms through the Superintendent's office to request TEA approval of each program. The application shall be based on TEA requirements relating to hours, qualifications of instructors, student workout schedules, etc. Approval by the Commissioner of Education shall be required.
2. Transportation shall be the responsibility of the parent(s).
3. The District and its officers or representatives shall be excluded from liability matters that may develop from the students' participation in these programs.

DELETE POLICY

Firearms are not permitted on school premises for instructional purposes.

DELETE POLICY

HOMEBOUND
STUDENT

When a District employee goes to serve a homebound student at the student's home, a parent or guardian must be present while the employee is in the home.

PROPOSED REVISIONS

NOMINATION / REFERRAL	Students may be nominated/referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.
SCREENING AND IDENTIFICATION PROCESS	The District shall provide assessment opportunities to complete the screening and identification process for nominated/referred students at least once per school year.
PARENTAL CONSENT	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 educational record, subject to the protections set out in policies at FL.
IDENTIFICATION CRITERIA	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
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: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
SELECTION	A selection committee shall evaluate each nominated/referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus for the District.
NOTIFICATION	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted program.
NO REASSESSMENT	The District shall not perform routine reassessments.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

TRANSFER STUDENTS INTERDISTRICT	<p>When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records to determine if placement in the District's program for gifted and talented students is appropriate.</p> <p>The selection committee shall make a determination within 30 calendar days of the student's enrollment in the District and shall base the decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences.</p> <p>[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]</p>
INTRADISTRICT	<p>A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.</p>
FURLOUGHS	<p>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.</p> <p>In accordance with administrative regulations, 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 program, be placed on another furlough, or be exited from the program.</p>
EXIT PROVISIONS	<p>The District shall monitor student performance in the program. If at any time the selection committee determines it is in the best interest of the student and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.</p>
APPEALS	<p>A parent or student may appeal any final decision of the selection committee regarding selection for or exit from the gifted program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.</p>
PROGRAM EVALUATION	<p>The District shall annually evaluate the effectiveness of the District's gifted program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.</p>

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

COMMUNITY
AWARENESS

The District shall ensure that information about the District's 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.

PROPOSED REVISIONS

As required by law in order to receive Title I, Part A funds, the District shall provide to TEA written assurance regarding comparability of services across the District in teachers, administrators, and other staff, as well as in the provision of curriculum materials and instructional supplies.

For information on the District salary schedule, see DEA(LOCAL).

COMPARABILITY OF SERVICES

As reflected in District records and as submitted to TEA, the District shall document compliance by using one of the following methods:

1. Comparison of state and local expenditures per student;
2. Comparison of per-student expenditures for state and local base salaries; or
3. Ratio of students to full-time equivalent instructional staff whose salaries are not federally funded.

In special programs, such as special education, bilingual education, or English as a second language, a lower ratio may be maintained and more money may be spent per individual campus as necessary to fulfill other legal requirements. These costs shall be excluded from the comparability of services calculations.

PARENT INVOLVEMENT

~~In order to promote a partnership between the home and the school for improving the education of children participating in the Title I program, the District will implement programs, activities, and procedures for the involvement of parents. Such activities will be planned and implemented with meaningful consultation with parents of participating students. The consultation will be organized, systematic, ongoing, informed, and timely in relation to decisions about the program.~~

~~To achieve this involvement, the District will implement the following requirements:~~

- ~~• The Title I campuses will form a school/parent compact that outlines how parents, the teacher, and student will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help students achieve the state's high performance standards.~~
- ~~• The Title I campuses will inform parents of the reasons for their child's participation in the program and the specific instructional objectives and methods that will be utilized to help~~

~~the student reach the expected level of proficiency. The parents will also be informed of their right to be involved in their child's education.~~

- ~~• The Title I campuses will have a written parental involvement policy that will describe the means for carrying out parental involvement at that campus. Staff and parents will review and update the policy periodically to meet the changing needs of the parents, students, and school.~~
- ~~• The Title I campuses will guide parents to work effectively with their child at home and provide in-service activities that will assist school personnel to work harmoniously with parents.~~
- ~~• The Title I campuses will provide a comprehensive range of activities for parents to become informed in a timely fashion about all aspects of the Title I program, including their child's progress in the program.~~
- ~~• Title I campuses will offer a flexible number of parental involvement meetings, such as meetings in the morning or evening. Campuses will keep the agendas and sign-in sheets from each of the meetings.~~
- ~~• Title I campuses will permit parents to observe Title I program activities, in accordance with the District's policy on visits to the classroom.~~
- ~~• The District will provide parents with the school performance profiles and their child's individual results (TAKS results), including an interpretation of such results.~~
- ~~• The school will consult with parents on a regular basis and solicit input regarding the Title I program's planning, implementation evaluation, and improvement.~~

~~To the extent practicable, Title I will provide full opportunities for participation of parents with limited English proficiency or with disabilities, including providing information in a language and form the parents can understand.~~

DELETE POLICY

The community education program shall be self-supporting, with sufficient revenues to cover all expenses. The program shall not be charged for use of District facilities. [See GKD]

All extracurricular summer and intersession camps shall be administered through the community education program and shall be subject to the program's accounting and other administrative procedures.

PROPOSED REVISIONS

EXAMINATIONS FOR
ACCELERATION OR
COURSE CREDIT

If a student in grades 1–12 wishes to accelerate to the next grade level or earn course credit without having received prior instruction in the grade level or course, the District shall offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose.

KINDERGARTEN
ACCELERATION

~~The~~ **In accordance with State Board rules, the Board** shall approve ~~the process~~ **procedures** developed by the Superintendent or designee to allow a child who is five years old ~~on September 1 at the beginning of the school year~~ to be assigned **initially** to grade 1 rather than kindergarten ~~by the grade placement committee (GPC). Procedures shall be as follows.~~ **Criteria for acceleration may include:**

**PROCESS FOR
DETERMINING
PLACEMENT**

- ~~1. The student shall initially be placed in~~ **Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.**
- ~~2. Within four weeks of the student's enrollment, the parent shall discuss the need for acceleration with campus staff, preferably with the counselor, assistant principal, and/or principal.~~
- ~~3. The parent shall complete a parent nomination checklist and return it to designated campus personnel.~~
- ~~4. An appropriate kindergarten screening shall be administered.~~
- ~~5. The GPC shall review the kindergarten screening and the parent nomination checklist.~~
- ~~6. The GPC shall determine if student meets the criteria and if additional testing is warranted. The parents shall be notified of the GPC's decision and tests shall then be requested from the director of achievement and accountability.~~
- ~~7. The identified student shall be assessed with a norm-referenced achievement test measuring language arts and mathematics at the first grade level. Testing shall be conducted at the student's campus.~~
- ~~8. The tests shall be sent to the director of accountability and achievement in the curriculum and instruction division for scoring. The results shall be sent to the campus principal.~~
- ~~9. The GPC shall review the results from the achievement test. A student who scores at or above the 90th national percentile~~

~~rank in both language arts and mathematics shall meet the criteria and be eligible to be accelerated to grade 1. The parent shall be notified of the student's placement.~~

APPEALS

- ~~3.~~ **3.** An appeal of the decision shall be handled in accordance with ~~policy FNG(LOCAL).~~ **Chronological age and observed social and emotional development of the student.**
- ~~4.~~ **4.** **Other criteria deemed appropriate by the principal and Superintendent.**

PROPOSED REVISIONS

TEXAS VIRTUAL
SCHOOL NETWORK

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

Enrollment in courses through the TxVSN 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.

CORRESPONDENCE
COURSES

~~A student may earn a maximum of 3 credits toward graduation by taking a correspondence course. A student shall be enrolled in only one correspondence course at a time. Credit toward state graduation requirements shall be granted after successful completion of the course, and if the institution offering the course is the University of Texas at Austin, Texas Tech University, or another public, accredited institution approved by the commissioner of education. Prior to taking a correspondence course, a student is required to have a signed request form from the student's high school counselor.~~

PROPOSED REVISIONS

**Certificate of
Coursework
Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

Partial Credit

When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade.

PROPOSED REVISIONS

CONSISTENT
APPLICATION FOR
GRADUATING CLASS

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

Note: The following provisions shall apply to students in the graduating classes ~~of 2016, 2017, and~~ of 2018.

CALCULATION

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9–12 only, unless excluded below.

The calculation shall include failing grades.

EXCLUSIONS

The calculation of class rank shall exclude grades earned in physical education, any course substituted for physical education, any distance learning course, any dual credit course, credit recovery courses, courses for which the student has previously received credit, any local credit course, any course for which a pass/fail grade is assigned, or through credit by examination, with or without prior instruction.

WEIGHTED GRADE
SYSTEM

The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

CATEGORIES

ADVANCED

Eligible Advanced Placement (AP) and Advanced Honors shall be categorized and weighted as Advanced courses.

HONORS

Eligible Pre-AP courses and other courses locally designated as honors shall be categorized and weighted as Honors courses.

REGULAR

All other eligible courses shall be categorized and weighted as Regular courses.

WEIGHTED
NUMERICAL
GRADE
AVERAGE

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category		Weight
Advanced	100–90	Plus 15
	89–80	Plus 12
	79–70	Plus 9

Category		Weight
Honors	100–90	Plus 10
	89–80	Plus 8
	79–70	Plus 6
Regular	100–70	Plus 0

No points shall be added to failing grades.

The District shall record unweighted numerical grades on student transcripts.

Note: The following provisions shall apply to students beginning with the graduating class of 2019.

CALCULATION

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9–12 only, unless excluded below.

The calculation shall include failing grades.

EXCLUSIONS

The calculation of class rank shall exclude grades earned in physical education through District-approved private or commercially sponsored physical activities (PE waivers), any distance learning course, any dual credit course, credit recovery courses taken through an online program, courses for which the student has previously received credit, summer school courses taken for original credit without prior instruction, any local credit course, any course for which a pass/fail grade is assigned, or through credit by examination, with or without prior instruction.

WEIGHTED GRADE
SYSTEM

The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

CATEGORIES

ADVANCED

Eligible AP and Advanced Honors courses shall be categorized and weighted as Advanced courses.

HONORS

Eligible Pre-AP courses and Honors courses shall be categorized and weighted as Honors courses.

REGULAR

All other eligible courses shall be categorized and weighted as Regular courses.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

WEIGHTED
NUMERICAL
GRADE
AVERAGE

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category	Weight
Advanced	Multiplied by 1.2
Honors	Multiplied by 1.1
Regular	Multiplied by 1.0

The District shall record unweighted numerical grades on student transcripts.

A student shall be required during grades 9–12 to take a minimum of 4 unweighted credits that shall be used in the calculation of class rank. In addition, a student shall be required to complete at least three of the four required unweighted credits prior to the beginning of his or her senior year.

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

TRANSFERRED
GRADES

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

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if a similar or an equivalent course is offered to the same class of students in the District. However, a student who transfers to the District with successful completion of International Baccalaureate (IB) courses, the District shall assign additional weight.

Rank shall not be recalculated for purposes of determining honors to be conferred during graduation activities for transfer students that move into the District in the spring semester of the senior year.

LOCAL GRADUATION
HONORS

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

grades available at the time of calculation at the end of the fall semester of the senior year.

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

VALEDICTORIAN
AND SALUTATORIAN

The valedictorian and salutarian shall be the eligible students with the highest and second-highest rank at the end of the fall semester of the senior year, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the District high school no later than the first day of school and continuously for the four consecutive semesters immediately preceding graduation;
2. Be graduating after exactly eight semesters of enrollment in high school;
3. Have completed ~~the Advanced/Distinguished Achievement Program, or~~ the foundation program with the distinguished level of achievement; and
4. Complete at least 6 state credits at the District high school during his or her senior year.

BREAKING TIES

In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

HIGHEST-RANKING
GRADUATE

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

DELETE POLICY

OTHER TESTS

A test shall be given in the fall to eighth graders to assist in choosing high school courses and for career guidance.

The Preliminary Scholastic Aptitude Test (PSAT) shall be administered to grade 10 each year.

The District serves as a testing site for the PSAT, SAT, and ACT as scheduled by The College Board and the high school guidance department.

DELETE POLICY

In instances where the same grades are taught on more than one campus in the District, attendance zones shall be drawn. The attendance zone for each campus will be determined by the Board.

PROPOSED REVISIONS

PERSONS AGE 21 AND OVER	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
REGISTRATION FORMS	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
PROOF OF RESIDENCY	At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
DETERMINATION OF RESIDENCE	For purposes of establishing residency within the District, the foundation of the domicile in which the student resides must be located completely within District boundaries, or the District boundary line for the lot on which the student's domicile is located must bisect the foundation of the domicile.
MINOR LIVING APART PERSON STANDING IN PARENTAL RELATION	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
MISCONDUCT	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
EXCEPTIONS	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
EXTRACURRICULAR ACTIVITIES	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE	For purposes of a student's admission to the District based on the grandparent's residency, "substantial amount of after-school care" for the student by the grandparent shall be more than 50 percent of the school year. For a student to be admitted to the District under the grandparent residency provision, the parent must:

1. File a letter indicating that the grandparent provides substantial after-school care as defined by the District;
2. Complete the District transfer request form;
3. Demonstrate grandparent residency; and
4. Present a signed verification of transfer reasons with regard to varsity sports participation in accordance with any regulations developed by the UIL.

Students shall be assigned to schools in the attendance zones in which the grandparent resides, in accordance with specifications established in FDB(LOCAL).

REPORT

~~The Superintendent shall promptly report in writing to the Board all determinations of residency made under this policy, as well as determinations made by the Superintendent under policies FDA(LOCAL) and FDB(LOCAL).~~

**"ACCREDITED"
DEFINED**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**GRADE-LEVEL
PLACEMENT
ACCREDITED
SCHOOLS**

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

**NONACCREDITED
SCHOOLS**

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

ADMISSIONS

FD
(LOCAL)

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

ACCREDITED
TEXAS PUBLIC
SCHOOLS

OTHER
ACCREDITED OR
NONACCREDITED
SCHOOLS

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

WITHDRAWAL

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

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

PROPOSED REVISIONS

SAFE SCHOOLS DATA	<p>The Superintendent or designee shall ensure that the District complies with TEA guidelines for the collection and maintenance of data regarding:</p> <ol style="list-style-type: none">1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD], and2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while in or on the grounds of the school the student attends:<ol style="list-style-type: none">a. Attempted murder;b. Indecency with a child;c. Aggravated kidnapping;d. Assault resulting in bodily injury or aggravated assault;e. Sexual assault or aggravated sexual assault; orf. Aggravated robbery.
SCHOOL SAFETY TRANSFERS	<p>The parent of a student who becomes a victim of a violent criminal offense as described above or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.</p> <p>For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.</p>
FROM A PERSISTENTLY DANGEROUS SCHOOL	<p>The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.</p> <p>The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.</p> <p>Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.</p>

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

FOR A VICTIM OF A
VIOLENT CRIMINAL
OFFENSE

Within 14 calendar days after a violent criminal offense described above occurs in or on the grounds of the school the student attends, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

ADDITIONAL
TRANSFER OPTIONS

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus. [See also FDA and FDB]

~~SCHOOL ASSIGNMENT~~

~~The Superintendent or designee shall make the decision on which District campus the transfer student shall attend based on, but not limited to, the following considerations:~~

- ~~1. Availability of space.~~
- ~~2. Program needs of the student and availability of the programs.~~
- ~~3. Transportation.~~
- ~~4.3. Effect on the socio-economic or ethnic balance of the campus.~~

PROPOSED REVISIONS

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

EXCUSED ABSENCES

In addition to excused absences required by law, the District shall excuse absences for the following purposes.

HIGHER EDUCATION VISITS

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with requirements in ~~the student handbook~~ **administrative regulations**.

EARLY VOTING OR ELECTION CLERK

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

[For extracurricular activity absences, see FM.]

WITHDRAWAL FOR NONATTENDANCE

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

STUDENTS ATTENDING HOMESCHOOLS

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

ENFORCING
COMPULSORY
ATTENDANCE

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

PROPOSED REVISIONS

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

Consideration of All Absences

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

Attendance Committees

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

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

Parental Notice Of Excessive Absences

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

Methods for Regaining Credit or Awarding a Final Grade

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

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

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

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

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee. ~~Students must complete the make-up of attendance hours prior to the end of the school year in which the unexcused absences occurred, except that students can complete the~~

~~make-up of attendance hours lost during the final nine-week grading period of the current school year no later than 20 calendar days beyond the last day of instruction for that school year.~~

Personal Illness

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

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

**Guidelines on
Extenuating
Circumstances**

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

- | | |
|------------------------------------|--|
| Days of Attendance | 1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at Excused Absences for Compulsory Attendance Determinations].] |
| Transfers / Migrant Students | 2. A transfer or migrant student incurs absences only after his or her enrollment in the District. |
| Documentation | 3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences. |
| Consideration of Control | 4. The committee shall consider whether the absences were for reasons out of the student's or parent's control. |
| Student's Academic Record | 5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject. |
| Information from Student or Parent | 6. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade. |

Best Interest Standard In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest

of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

**Imposing Conditions
for Awarding Credit
or a Final Grade**

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

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

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

Appeal Process

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

DELETE POLICY

The Superintendent or designee shall perform the duties of attendance officer, but no additional compensation shall be paid for the services.

PROPOSED REVISIONS

STUDENT ILLNESS	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
ACCIDENTS INVOLVING STUDENTS	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
EMERGENCY TREATMENT FORMS	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
PURCHASING MEDICATION	Except as provided below at Administration of Medication to Athletes, the District shall not purchase nonprescription medication to administer to a student.
ADMINISTERING MEDICATION	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
EXCEPTIONS	Licensed professional health-care providers employed by the District or, in their absence, trained designated District administrative staff, may administer to students:
PROVIDED BY PARENT	<ol style="list-style-type: none">1. Prescription medication in accordance with legal requirements for a period of up to ten days. [See FFAC(LEGAL)] A written request signed by a physician or other health-care professional with authority to write prescriptions shall be required when the medication must be administered for a longer period.2. Nonprescription medication, for a period of up to five days as needed, upon a parent's written request, when properly labeled and in the original container. Nonprescription medications shall be administered according to the package directions unless a note from a doctor or other health-care professional accompanies the medication request. A written request signed by a physician or other health-care professional with authority to write prescriptions shall be required when the medication must be administered for a longer period. a period of five or more consecutive days.3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.

**ADMINISTRATION OF
MEDICATION TO
ATHLETES**

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

- 1. The student's parent has given prior written consent for medication to be administered; and**
- 4.2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.**

EPINEPHRINE

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

ON CAMPUS

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

The District shall ensure that at each campus a sufficient number of personnel are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. For purposes of this policy, the campus shall be considered open beginning with the first hour of instruction through the last hour of instruction.

**MAINTENANCE,
AVAILABILITY,
AND TRAINING**

The Superintendent shall develop administrative regulations addressing annual training of school personnel in accordance with law; procedures for auto-injector use; and maintenance, disposal, and availability of epinephrine auto-injectors at each campus.

PSYCHOTROPICS

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

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

REFUSAL

~~The nurse on the campus has the right to refuse to administer a medication, even if it is prescribed by a doctor or practitioner, after~~

~~conferring with the doctor or practitioner and notifying the parents.~~
~~[See DG]~~

PROPOSED REVISIONS

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL) and (LOCAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact ~~the executive director for administrative and human resource services~~ **the Superintendent** at ~~(512) 533-6024~~ **(512) 533-6000**.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: ~~The Travis County Sheriff's Office, at (512) 974-6845~~ **The Travis County Sheriff's Office, at (512) 974-0845;**

- The CPS division of the Texas Department of Family and Protective Services at (800) 252-5400 or [Texas Abuse Hotline Website](#)¹; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

Lake Travis ISD
227913

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(EXHIBIT)

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

PROPOSED REVISIONS

General Provisions

~~The provisions of this policy and all Board-approved rules/regulations shall apply to all school-sponsored clubs, organizations, athletics, and other extracurricular organizations, as well as positions such as class officers and team captains.~~

Extracurricular Activity Absences

~~The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten 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.~~

Limit on Activity-Related Absences

~~The provisions of this policy shall apply to participants in all school-sponsored clubs, organizations, athletics, and other extracurricular organizations, as well as elected or appointed positions such as class or club officers and team captains.~~

~~Honors/
Advanced Courses~~

~~In addition to the honors/advanced courses identified in FM(LEGAL), the District has designated all Pre-Advanced Placement courses taken in grades 9–12 as honors/advanced courses. A student enrolled in one of these courses shall be granted a waiver from suspension from extracurricular activities for no more than one grading period in a semester.~~

**EXTRACURRICULAR
ACTIVITY ABSENCES**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

The District shall not limit an eligible student's absences related to participation in extracurricular activities. [See FM(LEGAL)]

Use of District Facilities

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

PROPOSED REVISIONS

UIL ACTIVITIES

State Board and UIL/TEA rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL/TEA rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

ATHLETIC PROGRAM

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL/TEA and the Board.

Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.

NON-UIL ACTIVITIES

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]

ALL EXTRACURRICULAR ACTIVITIES

~~A student must be in attendance at school at least 51 percent of the school day in order to participate in that day's event or competition.~~

OVERNIGHT TRIPS

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

DELETE POLICY

**Transportation for
Student Travel**

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

**In-State Overnight
Trips**

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Superintendent.

Out-of-State Trips

Any out-of-state trips taken by student organizations or other student groups shall require prior approval by the Superintendent or designee.

PROPOSED REVISIONS

COMMENCEMENT
EXERCISES

To be eligible to participate in commencement activities and ceremonies, a student, ~~including a foreign exchange student,~~ shall meet all state and local graduation requirements, including all applicable state testing. [See EI, EIF]

DELETE EXHIBIT

NONCURRICULUM-RELATED STUDENT CLUBS SPONSOR COMPLIANCE FORM

A. Certification is required of all applicants seeking to form a noncurriculum-related student club under Board policies at FNAB. For purposes of this policy and administrative directive, an applicant is any professional employee of the campus who has agreed to serve as a club sponsor.

The employee must respond to all of the following and sign at the bottom of this form, indicating compliance with both parts A and B.

I _____ (*name of club sponsor*) certify that I have read and understand the requirements of Board policies at FNAB.

The _____ (*name of club*) is in full compliance with policies at FNAB.

Specifically:

_____ Yes	_____ No	At least ten students have officially requested the formation of the club.
_____ Yes	_____ No	The club is voluntary and student initiated.
_____ Yes	_____ No	Non-school persons do not direct, control, conduct, or regularly attend activities of the club. The sponsor is present for the sole purpose of monitoring student behavior.
_____ Yes	_____ No	The club's purposes, goals, or activities do not promote, encourage, or condone, directly or indirectly, participation in any conduct by students that is contrary to state or federal law, or that poses a risk to their health, safety, or welfare (including but not limited to sexual activity by minors).

B. The following notice is required, in a legible manner, on all publications and/or written materials distributed or posted by noncurriculum-related student clubs on school property or in manner which identifies the club with the District.

"The _____ (*name of club*) is a non-curriculum club or organization.

As such, it is not endorsed by the District and a student must have written parent permission in order to participate in it. See Board policies FNAB for restrictions applicable to all noncurriculum clubs and organizations."

Sponsor Signature _____

Lake Travis ISD
227913

STUDENT EXPRESSION
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB
(EXHIBIT)

Date _____

PROPOSED REVISIONS

Purpose

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

General Guidelines

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing that:

~~1. Depict nudity or that are lewd, offensive, vulgar, or obscene. This prohibition shall be interpreted specifically to include clothing and jewelry or other ornaments that depict, advertise, or glorify Satan or satanic rites, or advertise or advocate illegal or violent acts, or that indicate a possible preoccupation with death, violence, sadism, or evil.~~

1. Are lewd, offensive, vulgar, or obscene.

2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).

~~3. Depict, glorify, or suggest association with street gangs. [See FNCC]~~

~~The same restrictions designated under items 1, 2, and 3 above shall apply to any icon or representation visible on the person. This includes, but is not limited to, tattoos, drawings, and/or other markings on the body or cut into the hair.~~

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the District's student dress code for students outlined in the student handbook.

Extracurricular Activities

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

DELETE POLICY

DEFINITIONS	<p>“Use” means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.</p> <p>“Under the influence” means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.</p>
PROHIBITIONS	<p>In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol [see FNCF(LEGAL)], the District prohibits:</p> <ol style="list-style-type: none">1. The possession, use, or transmittal of paraphernalia related to any prohibited substance.2. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.
USE OF PRESCRIPTION DRUGS	<p>A student who uses a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy.</p>
VIOLATIONS	<p>Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program. [See FO series]</p>
SEARCHES	<p>Cars and lockers may be searched for alcohol and drugs in accordance with Board policy. [See FNF]</p>

DELETE EXHIBIT

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

Request for Approval of Parent/Student Organization Activity

(All fund-raisers and scheduled activities must be submitted to the Principal by September 1st.)

Organization: _____

Campus: _____

Project/Activity: _____

Vendor: _____

Name of Representative: _____

Date of Project/Activity: _____

Length of Project: _____

Expected Profit: _____

Purpose: _____

Method of Solicitations: _____

Approval Denial

Approval Denial

Approval Denial

RELATIONS WITH PARENT ORGANIZATIONS

GE
(EXHIBIT)

Signature (Date)

Approval Denial

Principal (Date)

Director of Community Programs (Date)

Executive Director (Date)

PROPOSED REVISIONS

District-Affiliated School-Support or Booster Organizations

~~Subject to the approval of the Superintendent,~~ District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise, or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Fundraising/Soliciting Gifts

Before engaging in fundraising or soliciting gifts, an organization or group shall notify ~~and receive approval from~~ the principal ~~and/or~~ other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations.}]

~~All fundraising efforts or solicitation of gifts by District-affiliated school-support, parent, or booster organizations shall comply with federal, state, and District guidelines and shall be for the purpose of supporting the program or activity for which the organization was formed.~~

~~A District-affiliated school-support, parent, or booster organization desiring to conduct a fundraising activity shall submit to the District for approval a request form in accordance with administrative regulation.~~

Purchases for Schools

~~Before a District-affiliated school-support, parent, or booster organization purchases equipment or materials for a school or a school organization, the organization must obtain prior approval pursuant to the procedures outlined in CDC(LOCAL).~~

Entities Not Affiliated with the District

~~Organizations, groups, or individuals not associated with the District shall not be allowed to conduct fundraisers at or in association with school-sponsored events.~~

Use of District Facilities

District-affiliated school-support, ~~parent, and~~ **or** booster organizations may use District facilities with prior approval ~~pursuant to of~~ **the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD(LOCAL).**

PROPOSED REVISIONS

Distribution of Nonschool Literature Permitted

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

Limitations on Content

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Prior Review

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the ~~director of community programs~~ **Superintendent or designee** for prior review in accordance with the following:

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the ~~director of community programs~~ **Superintendent or designee** shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature in the following circumstances:

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKDA(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBB].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The ~~director of community programs~~ **Superintendent or designee** shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]

RELATIONS WITH GOVERNMENTAL ENTITIES

GR
(LOCAL)

DELETE POLICY

ALCOHOL SALES AND
DISTRICT WELFARE

The position of the District is that the sale of alcohol near District schools poses a potential threat to the general welfare of District students and may impact the safe and orderly operations and management of District instructional, extracurricular, and other events and activities.

PROCEDURE

Upon receipt of notice under the Texas Alcoholic Beverage Code, Section 109.33 or any applicable city or county code, or if the District otherwise learns that the sale of alcohol is planned within 1,000 feet of any District property, the Superintendent or designee shall investigate the details and circumstances, including the potential negative impact on the safe and orderly operations of the District, as well as on the safety and welfare of District students, staff, and patrons. The Superintendent or designee shall present to the Board any recommendation to file a protest with the Texas Alcohol Beverage Commission regarding the application, and shall notify the Board in the event of a decision not to file the protest with the Commission.

PROPOSED REVISIONS

Child Abuse Investigation

When a representative of the Department of Family and Protective Services or another lawful authority requests to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

Other Questioning of Students

When law enforcement officers or other lawful authorities request to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.

~~2. The principal or designee shall be present during the questioning or interview. If the interviewer raises an objection to a third party's presence, the Superintendent or designee shall be notified and a decision shall be made regarding whether the principal or a designee shall be present during the questioning or interview.~~

~~3.2. The principal~~ **ordinarily** shall make reasonable efforts to notify the student's parent or other person having lawful control of the student ~~that the student has been questioned.~~ If the interviewer raises what the principal considers to be a valid objection to the notification, the parent shall not be notified.

3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Students Taken into Custody

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student and then shall deliver over the student.

The principal shall immediately notify the Superintendent ~~or designee~~ and **ordinarily** shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises **what the principal considers to be a valid** objection to notifying the parent at that time, the ~~Superintendent or designee~~ **principal** shall ~~be notified and a decision will be made regarding notification~~ **not notify the parent.**

Lake Travis ISD
227913

RELATIONS WITH GOVERNMENTAL ENTITIES
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA
(LOCAL)

[See FO for notification requirements by the campus behavior co-ordinator under Education Code Chapter 37.]