

TO: Person Addressed

FROM: Linda A. Samples

SUBJECT: Policy Manual Revisions

DATE: May 2013

Policy manual revisions are a mix of recent statutory and regulatory changes and include local policies generated by our District to support legal requirements. A brief overview of each policy change is included to help you understand the change and why it was made.

The policy manual for our District is available online at www.episd.org (under the Board of Trustees' tab) or at my.episd.org under District Services and click on Policy Office. **Please call the Policy Office at 230-2562 to receive immediate verification for any online policy that is needed to ensure that the policy has not been recently revised.**

The online policies include search capability. By entering key word(s), you can search the entire policy manual at one time and the system will pull up every policy that contains the key word(s).

<u>Policy</u>	<u>Action Taken</u>	<u>Explanation</u>
BBB (LOCAL) BOARD MEMBERS: ELECTIONS	Adopted/Online	The Board of Trustees adopted a resolution providing for election of trustees by majority vote. The revisions reflect the election of trustees from single-member districts by majority vote.
CFB (LOCAL) ACCOUNTING INVENTORIES	Revision/Online	Revisions address Controlled Asset Values which states the fixed asset inventory will include all equipment with a unit value of \$500 or more, and all theft-sensitive equipment regardless of cost, including assets that are tangible, movable, and that are reasonably identified and controlled through physical inventory. All other changes were made for clarity.
CFC (EXHIBIT) ACCOUNTING: AUDITS	Revision/Online	Revisions address how the Director for Internal Audit will notify the Board, Superintendent, and Cabinet about delayed/past due Corrective Action Plans.
CH (LOCAL) PURCHASING AND ACQUISITION	Revision/Online	New language was added at PURCHASE COMMITMENTS to provide that two exceptions shall be made for purchase commitments by the Superintendent or designee on a properly drawn and issued purchase order.
CKE (LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL/PEACE OFFICERS	Revision/Online	New language was added at POLICE VEHICLES and POLICE VEHICLES TAKEN HOME to outline the procedures to be used by the District's Police Department authorized personnel who use marked and unmarked police vehicles to carry out the duties as set forth by the Board of Trustees and the Texas Education Code, Chapter 37, Subsection C, relating to law and order.

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CPC (LOCAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT	Revision	The revisions address the destruction and preservation of documents, including the maintenance of web site postings and specify that routine record destruction practices will be suspended in the event of 1) pending or reasonably anticipated litigation; 2) an investigation by a federal agency or department or any bankruptcy case; or 3) a public information request.
CW (LOCAL) NAMING FACILITIES	Revision/Online	The policy title changed from New Facilities to Naming Facilities. All other changes were made for clarity.
DAC (LOCAL) EMPLOYMENT OBJECTIVES: OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS	Revision/Online	Language addressing Objective Criteria for Personnel Decisions has been moved unchanged, from Board Policy DAB (Local) to this policy.
DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST	Revision	Provisions previously coded at DBF (Local) on Nonschool Employment, which is disappearing altogether from the TASB coding system, has been added to the end of the current DBD (Local) policy.
DBF (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NONSCHOOL EMPLOYMENT	Deleted	Board Policy DBF (Local) was deleted in response to TASB Update 82, which incorporates this policy as-is into DBD (Local).

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DEAA (LOCAL) COMPENSATION AND BENEFITS: INCENTIVES AND STIPENDS	NEW	The provisions related to the master grant programs were previously at DBA (Local) and have been moved unchanged to this code. In addition, a new provision entitled "Educator Incentive Program" has been added to delegate to the Superintendent authority to submit incentive plans and grant applications to TEA.
DFBB (EXHIBIT) TERM CONTRACTS: NONRENEWAL	Revision/Online	Forms regarding Notice of Proposed Term Contract Nonrenewal, Documentation of Delivery; Notice of Proposed Nonrenewal, and Notice of Term Contract Nonrenewal were updated to assist with notifying employees of term contract nonrenewal.
DH (LOCAL) EMPLOYEE STANDARDS OF CONDUCT	Revision	The side margin notes RESPECTFUL TREATMENT, POLITICAL ACTIVITY, and SECTARIAN VIEWS were reorganized for clarity. New language at side margin note ALCOHOL AND DRUGS states that if an employee who manufactures, possesses, or dispenses a substance listed as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy. Other changes have been made for clarity.
DIA (LOCAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION	Revision/Online	New language was added to include the prohibition of discrimination/harassment on the basis of genetic information, as required by DAA (Legal).
EFA (LOCAL)		

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INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS	Revision/Online	New language replaced side margin "textbooks" with "instructional materials." All other changes were made for clarity.
EFAA (LOCAL) INSTRUCTIONAL MATERIALS: SELECTION AND ADOPTION	Revision/Online	New language added to comply with legal changes regarding the selection and adoption of instructional materials.
EHBC (LOCAL) SPECIAL PROGRAMS: COMPENSATORY ACCELERATED SERVICES	Revision/Online	Revised to narrow the accelerated instruction and credit recovery options.
EHDB (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION	Revision/Online	New language states the Superintendent or designee shall award course credit or approve acceleration on the basis of an examination in accordance with State Board Rules.
EHDC (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT: CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION	Revision/Online	Side margin CREDIT APPROVAL was added.
EIE (LOCAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION	Revision	Board Policy EIE (Local) was revised to clarify the grade classification without a grade level change form to be established at the end of the school year and after summer school through the final day of summer break. Other changes have been made for clarity.

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EKB (LOCAL) TESTING PROGRAMS: STATE ASSESSMENT	Revision/Online	Redundant language at DISTRICTWIDE TESTING PROGRAM and STUDENT PARTICIPATION IN THE DISTRICTWIDE TESTING PROGRAM CLASSIFICATION OF STUDENTS was deleted.
EMG (LOCAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: ANIMALS IN SCHOOLS	NEW/ONLINE	New Policy addressing guidelines for animals in schools.
FDA (LOCAL) ADMISSIONS: INTERDISTRICT TRANSFERS	Revision/Online	New language at side margin "REASONS/CRITERIA FOR TRANSFER ELIGIBILITY" and "TUITION EXEMPTION FOR FORMER RESIDENTS." Other revisions made for clarity.
FFB (LOCAL) STUDENT WELFARE: CRISIS INTERVENTION	Revision/Online	New language at side margin, "NOTICE TO PARENT/GUARDIAN," which states that when a campus liaison receives a report that a student is possibly in need of mental health intervention or at risk of committing suicide, the campus liaison shall notify the student's parent/guardian. New language at side margin "MEDICAL SCREENING" states that only a student's parent/guardian may consent to a medical screening.
FMG (LOCAL) STUDENT ACTIVITIES: TRAVEL	Revision/Online	Revised to clarify rules concerning student travel. At TRIPS AND/OR CONVENTIONS ON SCHOOL TIME adds new text stating that all students traveling must be academically eligible at the time of departure. At ELIGIBLE DISTRICT-SPONSORED TRIPS AND/OR CONVENTIONS now requires prior approval from the campus principal and also allows

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		for additional trips if the group is presenting or receiving recognition. At LIABILITY now states that the Board assumes no liability for students who are, for any reason, transported by parents or students in private vehicles.
FNG (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES	Revision/Online	Revised to clarify the types of student and parent complaints covered by this policy. Some student and parent complaints must be filed in accordance with another policy in lieu of being filed in accordance with Board Policy FNG (Local). All other changes were made for clarity.
FOB (LOCAL) STUDENT DISCIPLINE: OUT-OF-SCHOOL SUSPENSION	NEW /Online	This new policy outlines procedures for out-of-school suspension of three days or less. This language is currently found in the Student Code of Conduct.
GKC (LOCAL) COMMUNITY RELATIONS: VISITORS TO THE SCHOOLS	Revision	Revised to comply with Section 38.0222, Texas Education Code which requires districts to have a policy addressing administrator response when a visitor is identified as a sex offender. The policy has been revised to add text that requires the Superintendent to work with campus administrators to develop such procedures.