



Policy Office/Internal Audit

TO: Person Addressed

THROUGH: Joe Yañez

FROM: Cristina Maskill

SUBJECT: Policy Updates

DATE: April 30, 2012

The policy manual for our District is available online at [www.episd.org](http://www.episd.org) (under the Board of Trustees' tab) or at [my.episd.org](http://my.episd.org) under District Services and click on Policy Office. **Please call the Policy Office at 887-5813 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 pulls up every policy that contains the key word(s).

Our District subscribes to the Texas Association of School Boards' (TASB) policy service *Policy Online (POL)*. There will always be a delay of up to 30 days from the time a policy is approved by the Board until it appears online, but the approved policy can be obtained immediately, if needed, by contacting the Policy Office at 887-5813. Policies online will not have an adopted date printed on them, but you can assume they are correct unless otherwise specified in the notification memos that are sent to you regularly.

Legal policies track the language of the U.S. and Texas Constitutions, federal and state statutes including the Texas Education Code, Texas Attorney General opinions, State Board of Education rules, Texas Administrative Code and other regulations, as well as other sources of legal authority defining local school district governance.

Local policies are generated by our District to support legal requirements and to define the Board's vision for the District, the structure for accomplishing the vision, and the system of accountabilities for all who are involved in realizing the vision. Board policy directs the "footsteps" of students, parents, and staff. It also directs those of the Board itself in responding to emerging issues, clarifying its own roles and responsibilities, defining the decision-making process, and ensuring timely evaluation of programs, personnel, and activities. **Local policies are adopted by the Board of Trustees and until rescinded by Board action, have the force of law.**

If regulations are present with (LOCAL) policies, they are the action steps that complement the local policy. Exhibits consist of suggested form letters, notices, and reports.

*The policies listed in this memo are new, revised, or now available online.*

**Policy**

DIA (REGULATION)  
Employee Welfare:

Freedom from Discrimination, Harassment, and Retaliation

**Action**

**Taken**

Approved  
2/27/12 Now Online

**Explanation**

Administration requested contact information under Human Resources Compliance Officer to reflect new contact person.

**Policy**

FFH (REGULATION)  
Student Welfare:

Freedom from Discrimination, Harassment, and Retaliation

**Action**

**Taken**

Approved  
2/27/12 Now Online

**Explanation**

Administration requested contact information under Human Resources Compliance Officer to reflect new contact person.

**Policy**

EHDE (LOCAL)  
Alternative Methods for Earning Credit:  
Distance Learning

**Action**

**Taken**

Approved  
3/27/12

**Explanation**

Administration requested revisions based on TASB's recommendation for new language under side margin note, TEXAS VIRTUAL SCHOOL NETWORK, which states that enrollment in courses through the Texas Virtual School Network (TxVSN) shall not be subject to limitations the District may impose for the other distance learning courses.

**Policy**

FDA (LOCAL)  
Admissions: Interdistrict Transfers

**Action**

**Taken**

Approved  
3/27/12

**Explanation**

Administration recommended new side margin note REASONS/CRITERIA FOR TRANSFER ELIGIBILITY that list the criteria for student transfer eligibility and tuition waiver. Other changes to the policy were made for clarity.

**Policy**

FDB (LOCAL)  
Admissions: Intradistrict Transfers and  
Classroom Assignments

**Action**

**Taken**

Approved  
3/27/12

**Explanation**

Administration recommended new language under side margin note REASONS/CRITERIA FOR TRANSFER ELIGIBILITY that lists the criteria that would be the priority reasons for student transfer eligibility. All other changes to the policy were made for clarity.

**Policy**

FMH (LOCAL)  
Student Activities: Commencement

**Action  
Taken**

Approved  
3/27/12

**Explanation**

TASB recommended replacing the reference to "exit-level" testing with "state" testing under side margin note PARTICIPATION IN GRADUATION EXERCISES, to accommodate both graduation requirements for students entering 9<sup>th</sup> grade in the 2011-2012 school year that will be taking the new STAAR assessments, and students in the 10<sup>th</sup> grade and above during the 2011-2012 school year who must pass the exit-level assessments to graduate. Since the participation of the special education students in commencement ceremonies is addressed in EIF (LEGAL), TASB recommended the deletion of the provision from this policy. TASB has removed the reference to the 2009 graduation and adjusted the text to reflect the 60 days prior to graduation that a student has to submit information regarding membership in the Armed Forces at side margin note CAP AND GOWN.

**Policy**

FNC (LOCAL)  
Student Rights and Responsibilities:  
Student Conduct

**Action  
Taken**

Approved  
3/27/12

**Explanation**

At side margin note BEHAVIORAL STANDARDS, TASB recommended changes to reflect corresponding terminology changes made at the policies listed. Other editorial changes have been made throughout the policy for clarity.

**Policy**

FNCE (LOCAL)  
Student Conduct: Personal Telecommunications/  
Electronic Devices

**Action  
Taken**

Approved  
3/27/12

**Explanation**

TASB recommended adding a **Note** at the beginning of the policy to refer to policy FNF for searches of student-owned telecommunications and other electronic devices. TASB recommended clarification that this policy refers to "personal" telecommunications devices and not district-owned devices, which are addressed at CQ. New side margin notes distinguish existing provisions addressing PERSONAL USE from the new provisions on INSTRUCTIONAL USE. At side margin note PERSONAL USE, TASB has clarified that only "authorized" employees may confiscate telecommunications devices. Also at side margin note INSTRUCTIONAL USE, TASB recommended new provisions requiring students to obtain prior approval before using their own electronic devices to comply with relevant administrative regulations, and to sign a user agreement.

**Policy**

FEC (LOCAL)  
Attendance: Attendance for Credit

**Action  
Taken**

Approved  
4/10/12

**Explanation**

Administration recommended new language under side margin note METHODS FOR REGAINING CREDIT, which states that if a petition is received after the applicable deadline, a principal may exercise discretion to decide whether the late appeal warrants the consideration of the attendance committee.

**Policy**

DGB (LOCAL)

Employee Rights and Privileges:

Personnel-Management Relations

**Action**

**Taken**

**Approved**

**4/10/12**

**Explanation**

Changes to Board Policy DGB (LOCAL) were significant. The El Paso Consultation Organization will be elected by certified, classified, and hourly non-supervisory employees. The campaign will be conducted during the last two weeks of the school year and voting will take place on the last day of the campaign period. The policy outlines the details for elections and operations of the Consultation Committee.

*These policies have been submitted to TASB and will be online within 30 days, unless noted above. If copies are needed, please contact the Policy Office at 887-5813.*

---

*THE OFFICIAL HARD COPY OF THE DISTRICT'S POLICY MANUAL  
IS AVAILABLE FOR INSPECTION IN THE POLICY OFFICE LOCATED  
WITHIN THE INTERNAL AUDIT DEPARTMENT, AT EDUCATION  
CENTER BOEING, 6531 BOEING DRIVE, EL PASO, TX, 79925.*