



Policy Office

TO: Person Addressed

THROUGH: Joe Yañez

FROM: Cristina Maskill

SUBJECT: Policy Updates

DATE: October 31, 2012

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 230-2743 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 230-2743. 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 **Local policies are adopted by the Board of Trustees and until rescinded by Board action, have the force of law.**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

BQ (Local)
Planning and Decision-Making Process

**Action
Taken**

Approved ONLINE
7/24/2012

Explanation

TASB recommended to streamline the required process in accordance with current legal provisions and removed the specific list of items that the districtwide plan may address since these are covered by the more general reference to developing the District's educational goals.

Policy

CDA (Local)
Other Revenue: Investments

**Action
Taken**

Approved ONLINE
7/24/2012

Explanation

Administration recommended new language, in accordance with the Government Code, which states that the Superintendent or other person(s), who have the state required investment training may be designated by Board resolution, to serve as an investment officer to the District. TASB recommended language in accordance with Government Code, requires that the investment officer develop procedures to monitor investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Policy

CV (Local)
Facilities Construction

**Action
Taken**

Approved ONLINE
7/24/2012

Explanation

TASB recommended new language that clarifies change orders permitted by law will be approved prior to changes being made in the plans for construction of a facility. Other changes were recommended by Administration to address approval of final payment until the work has been completed and the Board has accepted the work.

Policy

CVD (Local) New
Facilities Construction: Construction
Manager-at-Risk

**Action
Taken**

Approved ONLINE
7/24/2012

Explanation

TASB recommended new Board Policy CVD (Local), as the language addressing construction manager-at-risk has been moved from Board Policy CVE (Local).

Policy

CVE (Local)
Facilities Construction: Construction
Manager-at-Risk

**Action
Taken**

DELETED
7/24/2012 DELETED FROM ONLINE

Explanation

TASB recommended deletion of Board Policy CVE (Local), as the language addressing construction manager-at-risk has been moved to new Board Policy CVD (Local).

Policy

DFBB (Local)
Term Contracts: Nonrenewal

**Action
Taken**

Approved **ONLINE**
7/24/2012

Explanation

TASB recommended changes in the list to emphasize that a reduction in force can either be based on financial exigency or program changes. Additional recommended changes from TASB, throughout the policy, outline the procedures an employee who receives a notice of nonrenewal could take. Also, Administration recommended additional language that the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing, if the notice of proposed nonrenewal does not contain a statement of the reason for the proposed action, and if the employee requests a hearing.

Policy

DFF (Local)
Termination of Employment: Reduction in Force

**Action
Taken**

DELETED
7/24/2012 **DELETED FROM ONLINE**

Explanation

TASB recommended deletion of Board Policy DFF (Local), as the language addressing reduction in force due to financial exigency and program change has been moved to new Board Policy DFFA (Local) and DFFB (Local), respectively.

Policy

DFFA (Local) *New*
Reduction in Force: Financial Exigency

**Action
Taken**

Approved **ONLINE**
7/24/2012

Explanation

TASB recommended new Board Policy DFFA (Local) with significant changes to include incorporation of text previously at Board Policy DFF (Local), and it is now recommending that this new policy focus on available methods for reducing personnel costs and outlines the process for reduction in force (RIF) based on financial exigency.

Policy

DFFB (Local) *New*
Reduction in Force: Program Change

**Action
Taken**

Approved **ONLINE**
7/24/2012

Explanation

TASB recommended new Board Policy DFFB (Local) with significant changes to include incorporation of text previously at Board Policy DFF (Local), and it is now recommending that this new policy focus on available methods for reducing personnel costs and outlines the process for reduction in force (RIF) based on Program Change.

Policy

DIA (Local)
Employee Welfare: Freedom from Discrimination,
Harassment, and Retaliation

Action

Taken

Approved ONLINE
7/24/2012

Explanation

Administration recommended new language which now includes prohibited discrimination or harassment based on gender stereotyping and perceived sexuality.

Policy

FDB (Local)
Admissions: Intradistrict Transfers and
Classroom Assignments

Action

Taken

Approved ONLINE
7/24/2012

Explanation

TASB recommended the adoption of new language throughout this policy due to House Bill (HB) 1942. Revisions to the language in the *Note* is being recommended as a result of HB 1942 to refer to transfers of victims of bullying or students who engaged in bullying.

Policy

FFH (Local)
Student Welfare: Freedom from Discrimination,
Harassment, and Retaliation

Action

Taken

Approved ONLINE
7/24/2012

Explanation

In accordance with of Senate Bill (SB) 116, TASB recommended new updated language from the Family Code definition, under side margin note DATING VIOLENCE. Also, TASB recommended new language throughout this policy due to House Bill (HB) 1942, which is effective beginning with the 2012-2013 school year. Administration recommended new language which now includes prohibited discrimination or harassment based on gender stereotyping and perceived sexuality.

Policy

FFI (Local)
Student Welfare: Freedom from Bullying

Action

Taken

Approved ONLINE
7/24/2012

Explanation

TASB recommended new language throughout this policy due to House Bill (HB) 1942. New language under *Note* states that Board Policy FFI shall be used in conjunction with FFH for certain prohibited conduct. Additional extensive changes include: definitions and examples of bullying; prohibiting retaliation against a person who reports, witnesses or participates in an investigation concerning bullying; parent notification; transfers; counseling and action to be taken in accordance with the Student Code of Conduct.

Policy

FFAF (Local) New
Wellness and Health Services: Care Plans

Action

Taken

Approved ONLINE
7/24/2012

Explanation

TASB recommended new Board Policy FFAF (Local), this policy outlines the procedures to limit the risk posed to students with food allergies, as well as procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis.

Policy

FO (Local)
Student Discipline

Action

Taken

Approved ONLINE
7/24/2012

Explanation

TASB recommended new language that states before a student under the age of 18 is assigned detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Policy

CMD (Local)
Equipment and Supplies Management:
Instructional Materials Care and Accounting

Action

Taken

DELETED
10/09/12

Explanation

TASB recommended deletion of Board Policy CMD (Local), as significant changes to the statues on instructional materials from Senate Bill (SB) 6 prompted TASB to recommend the deletion. Requirements to manage and distribute instructional materials and student responsibilities for these materials are now addressed in Board Policy CMD (Legal).

Policy

CW (Local)
Naming Facilities

Action

Taken

Adopted
10/09/12

Explanation

TASB recommended the title to this Board Policy be changed from New Facilities to Naming Facilities, minor revisions to the text, revisions to some of the side margin notes, and reordered provisions for clarity.

Policy

DAB (Local)
Employment Objectives: Objective
Criteria for Personnel Decisions

Action

Taken

DELETED
10/09/12

Explanation

TASB recommended deletion of Board Policy DAB (Local), as the language addressing Objective Criteria for Personnel Decisions has been moved to new Board Policy DAC (Local).

Policy

DAC (Local)
Employment Objectives: Objective
Criteria for Personnel Decisions

**Action
Taken
Adopted
10/09/12**

Explanation

TASB recommended new Board Policy DAC (Local) as language addressing Objective Criteria for Personnel Decisions has been moved unchanged, from Board Policy DAB (Local).

Policy

EFA (Local)
Instructional Resources: Instructional
Materials

**Action
Taken
Adopted
10/09/12**

Explanation

TASB recommended replacing the term "textbooks" with "instructional materials". Also, at side margin note APPEAL, TASB recommended changes that direct the complainant to file an appeal with the appropriate administrator, rather than a specific level under the District's grievance policies, and clarify the documentation that the complainant must include with the appeal.

Policy

FDA (Local)
Admission: Interdistrict Transfers

**Action
Taken
Adopted
10/09/12**

Explanation

Administration recommended new language at side margin note REASONS/CRITERIA FOR TRANSFER ELIGIBILITY. Also, new language at side margin note TUITION EXEMPTION FOR FORMER RESIDENTS now states that approval shall be valid through the terminal year (last grade offered at that campus) if the student attended the campus two complete years prior to the request.

Policy

FFB (Local)
Student Welfare: Crisis Intervention

**Action
Taken
Adopted
10/09/12**

Explanation

Administration recommended side margin note SUICIDE to be moved up to reorder provision for clarity. TASB recommended new language at side margin note 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. Also, new language at side margin note MEDICAL SCREENING states that only a student's parent/guardian may consent to a medical screening.

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 230-2743.

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.

Policy Updates