



Policy Office/Internal Audit

TO: Person Addressed

THROUGH: Joe Yañez

FROM: Cristina Maskill

SUBJECT: Policy Updates

DATE: January 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 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 **Local policies are adopted by the Board of Trustees and until rescinded by Board action, have the force of law.**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.

<u>Policy</u> CY (LOCAL) Intellectual Property	<u>Action Taken</u> Approved 12/13/11 Now Online
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Explanation

This new Board Policy addresses intellectual property, copyright, and trademark. It includes updates to existing local provisions moved from CQ (LOCAL) and EFE (LOCAL) and new provisions on trademark. In moving local policy text under INTELLECTUAL PROPERTY on students and employees from Policy CQ (LOCAL), there are several new provisions. New language at side margin note EMPLOYEE OWNERSHIP clarifies ownership when an employee creates a work on his or her own time with personal equipment and materials. New side margin note PERMISSION states that an employee must obtain special permission to use District materials or equipment for the employee's creative projects. In moving local policy text on copyright from Policy EFE (LOCAL), new language at side margin note COPYRIGHT, explains that an employee or student is responsible for ensuring that a license or permission is obtained before using copyrighted material for instructional, curricular, or extracurricular purposes, unless use of the material is an exception under the "fair use" guidelines maintained by the Superintendent.

<u>Policy</u> EFE (LOCAL) Instructional Resources: Copyrighted Material	<u>Action Taken</u> DELETED 12/13/11
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Explanation

The deletion of Board Policy EFE (LOCAL) was recommended since provisions on copyrighted material have been moved to new Board Policy CY (LOCAL), where other relevant provisions on copyright, trademarks, and intellectual property are now located. EFE is no longer an active code.

<u>Policy</u> EI (LOCAL) Academic Achievement	<u>Action Taken</u> Approved 12/13/11 Now Online
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Explanation

Revisions to this policy were made to include the new provisions in the State of Texas Assessments of Academics Readiness (STAAR) program. New side margin note CERTIFICATE OF COURSEWORK COMPLETION states the District will issue a certificate of completion to any student who has successfully completed state and local credit requirements for graduation, but has failed to meet all applicable state testing requirements. New language under side margin note PARTIAL CREDIT states 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. Under side margin note FULL CREDIT COURSE GRADE AVERAGING, the averaging method when determining the awarding of credits to a student on a "year-long" course has been changed. New side margin note WITHDRAWAL OR LATE ENROLLMENT states any student, including a migrant or homeless student, who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements.

<u>Policy</u>	<u>Action Taken</u>
EIA (LOCAL) Academic Achievement: Grading/Progress Reports to Parents	Approved 12/13/11 Now Online

Explanation

Revisions to this policy were made to include the new provisions in the State of Texas Assessments of Academics Readiness (STAAR) program. New side margin note END-OF-COURSE states when required by State law, a student's initial end-of-course (EOC) assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript. Also included is the formula for converting the assessment scores. New side margin note CREDIT states an EOC assessment score shall affect whether a student receives credit for a course as calculated in accordance with the District's grading guidelines. New side margin note RETAKES states EOC retakes will count as 15 percent of the course grade in cases where the student is required to retake the course. EOC scores from retakes will count as 15 percent of the course grade in cases where the course average is at least 70 percent on a hundred point scale, when the original EOC score is not included in the grade.

<u>Policy</u>	<u>Action Taken</u>
EIC (LOCAL) Academic Achievement: Class Ranking	Approved 12/13/11 Now Online

Explanation

Revisions to this policy were made to include the new provisions in the State of Texas Assessments of Academics Readiness (STAAR) program. New side margin note END-OF-COURSE ASSESSMENTS states the first end-of-course (EOC) score will be counted for grade point average (GPA) and class ranking.

<u>Policy</u>	<u>Action Taken</u>
EIE (LOCAL) Academic Achievement: Retention and Promotion	Approved 12/13/11 Now Online

Explanation

Revisions to this policy were made to include the new provisions in the State of Texas Assessments of Academics Readiness (STAAR) program. New side margin note END-OF-COURSE states a student is not required to retake a course if an end-of-course (EOC) assessment score is rated Unsatisfactory Academic Performance, provided the course grade is 70 or above on a 100 point scale.

These 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 legal policies listed below were updated by TASB to correct citation notations, typographical errors, or other minor editing that may have been needed. The policies are corrected on *Policy Online* and are listed for information only.

AIC (LEGAL) Accountability: Investigations and Sanctions
BBA (LEGAL) Board Members: Eligibility/Qualifications
BBB (LEGAL) Board Members: Elections
BBFB (LEGAL) Ethics: Prohibited Practices
BJCG (LEGAL) Superintendent: Resignation

BQ (LEGAL) Planning and Decision-Making Process
BQA (LEGAL) Planning and Decision-Making Process: District-Level
BQB (LEGAL) Planning and Decision-Making Process: Campus-Level
BR (LEGAL) Reports
CBA (LEGAL) States and Federal Revenue Sources: State
CCA (LEGAL) Local Revenue Sources: Bond Issues
CCG (LEGAL) Local Revenue Sources: Ad Valorem Taxes
CDA (LEGAL) Other Revenues: Investments
CDB (LEGAL) Other Revenues: Sale, Lease, or Exchange of School-Owned Property
CE (LEGAL) Annual Operating Budget
CEA (LEGAL) Annual Operating Budget: Financial Exigency (NEW)
CH (LEGAL) Purchasing and Acquisition
CHG (LEGAL) Purchasing and Acquisition: Real Property and Improvements
CHH (LEGAL) Purchasing and Acquisitions (NEW)
CI (LEGAL) School Properties Disposal
CJA (LEGAL) Contracted Services: Criminal History
CL (LEGAL) Buildings, Grounds, and Equipment Management
CMD (LEGAL) Equipment and Supplies Management: Instructional Materials Care and Accounting
CNC (LEGAL) Transportation Management: Transportation Safety
COB (LEGAL) Food Services Management: Free and Reduced-Price Food Program
CQA (LEGAL) Technology Resources: District, Campus, and Classroom Web Sites
CV (LEGAL) Facilities Construction
CNA (LEGAL) Transportation Management: Student Transportation
CVA (LEGAL) Facilities Construction: Competitive Bidding
CVB (LEGAL) Facilities Construction: Competitive Sealed Proposals
CVC (LEGAL) Facilities Construction: Construction Manager-Agent
CVD (LEGAL) Facilities Construction: Construction Manager-At-Risk
CVE (LEGAL) Facilities Construction: Design-Build
CVF (LEGAL) Facilities Construction: Job Order Contracts
DBA (LEGAL) Employment Requirements and Restrictions: Credentials and Records
DBD (LEGAL) Employment Requirements and Restrictions: Conflict of Interest
DC (LEGAL) Employment Practices
DCA (LEGAL) Employment Practices: Probationary Contracts
DEA (LEGAL) Compensation and Benefits: Wage and Hour Laws
DEAB (LEGAL) Compensation and Benefits: Salaries and Wages (NEW)
DEB (LEGAL) Compensation and Benefits: Fringe Benefits
DECB (LEGAL) Leaves and Absences: Military Leave
DF (LEGAL) Termination of Employment
DFAA (LEGAL) Probationary Contracts: Suspension/Termination During Contract
DFAB (LEGAL) Probationary Contracts: Termination at End of Year
DFBA (LEGAL) Term Contracts: Suspension/Termination During Contract
DFBB (LEGAL) Term Contracts: Nonrenewal
DFCA (LEGAL) Continuing Contracts: Suspension/Termination
DFD (LEGAL) Termination of Employment: Hearings before Hearing Examiner
DFE (LEGAL) Termination of Employment: Resignation
DFF (LEGAL) Termination of Employment: Reduction in Force (NEW)
DG (LEGAL) Employee Rights and Privileges
DGC (LEGAL) Employee Rights and Privileges: Immunity (NEW)
DLB (LEGAL) Work Load: Required Plans and Reports
DMA (LEGAL) Professional Development: Required Staff Development
DP (LEGAL) Personnel Positions
EF (LEGAL) Instructional Resources
EFAA (LEGAL) Instructional Materials: Selection and Adoption
EHAA (LEGAL) Basic Instructional Program: Required Instruction (All Levels)
EHAC (LEGAL) Basic Instructional Program: Required Instruction (Secondary)
EHB (LEGAL) Curriculum Design: Special Programs

EHBAB (LEGAL) Special Education: ARD Committee and Individualized Education Program
EHBAD (LEGAL) Special Education: Transition Services
EHBK (LEGAL) Special Programs: Other Instructional Initiatives
EHDD (LEGAL) Alternative Methods for Earning Credit: College Course Work/Dual Credit
EHDE (LEGAL) Alternative Methods for Earning Credit: Distance Learning
EIA (LEGAL) Academic Achievement: Grading/Progress Reports to Parents
EIE (LEGAL) Academic Achievement: Retention and Promotion
EIF (LEGAL) Academic Achievement: Graduation
EKB (LEGAL) Testing Programs: State Assessment
FBA (LEGAL) Equal Educational Opportunity: Service Animals
FD (LEGAL) Admissions
FEA (LEGAL) Attendance: Compulsory Attendance
FED (LEGAL) Attendance: Attendance Enforcement
FFAA (LEGAL) Wellness and Health Services: Physical Examinations
FFAF (LEGAL) Wellness and Health Services: Individualized Health Plan
FFC (LEGAL) Student Welfare: Student Support Service
FL (LEGAL) Student Records
FM (LEGAL) Student Activities
FNCG (LEGAL) Student Conduct: Weapons
FNCH (LEGAL) Student Conduct: Assaults
FNCI (LEGAL) Student Conduct: Disruptions
FO (LEGAL) Student Discipline
FOC (LEGAL) Student Discipline: Placement in a Disciplinary Alternative Education Setting
FOCA (LEGAL) Placement in a Disciplinary Alternative Education Setting: Disciplinary Alternative Education Programs Operations
FOD (LEGAL) Student Discipline: Expulsion
FODA (LEGAL) Expulsion: Juvenile Justice Alternative Education Program
FOE (LEGAL) Student Discipline: Emergency and Alternative Placement
FOF (LEGAL) Student Discipline: Students with Disabilities
FP (LEGAL) Student Fees, Fines, and Charges
GBA (LEGAL) Public Information Program: Access to Public Information
GBAA (LEGAL) Information Access: Requests for Information
GKA (LEGAL) Community Relations: Conduct on School Premises
GKG (LEGAL) Community Relations: School Volunteer Program
GRA (LEGAL) Relations with Governmental Entities: State and Local Governmental Authorities
GRAA (LEGAL) State and Local Governmental Authorities: Law Enforcement Agencies (NEW)
GRAC (LEGAL) State and Local Governmental Authorities: Juvenile Service Providers (NEW)

*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.*